New User Help Desk Request Access

1. Access MIS Help Desk by clicking the Easy Button located on the desktop

![Easy Button Image]

2. Select the down arrow next to **Never Submitted a SchoolDude Request? Register Here!**

3. Complete **Registration Form** and click **Register**
   a. Set password to your GISD Network Password
4. Complete the MIS Help Desk Service Request form located under the IT Request tab
   a. Please note that the Submittal Password for all requests is password

5. View the status of your submitted request anytime by logging into the Help Desk website and checking the My Requests tab.