

New User Help Desk Request Access

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



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



Current SchoolDude User? Login Here!

Email Password
[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

3. Complete **Registration Form** and click **Register**
 - a. Set password to your GISD Network Password

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

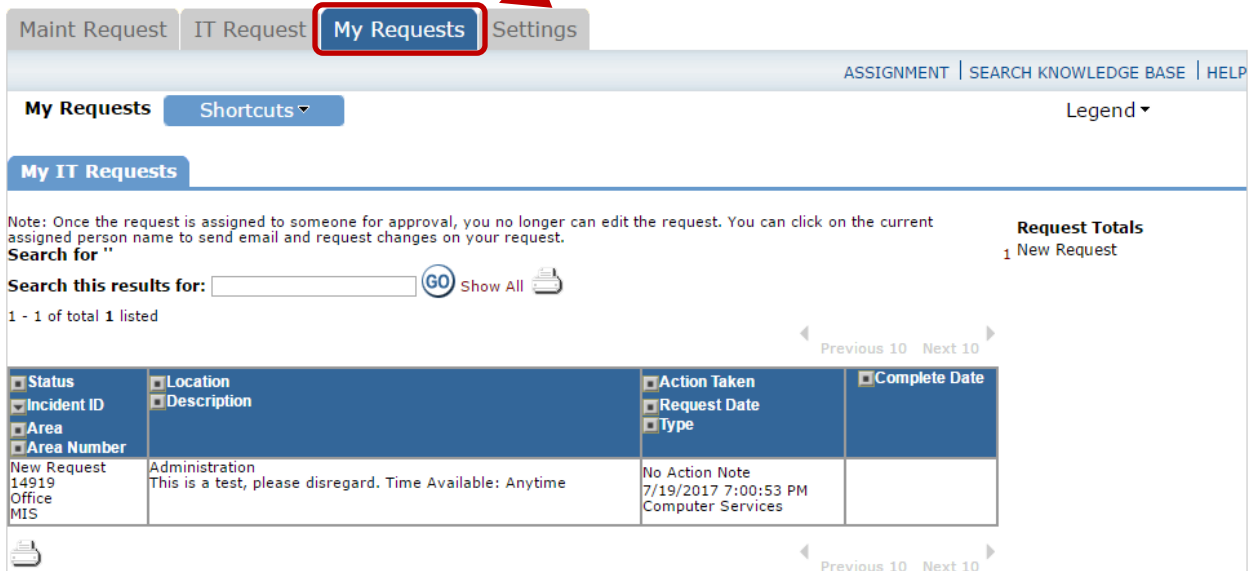
Confirm Password

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**

Step 7 Submittal Password

[Forgot Password?](#)

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



Maint Request IT Request **My Requests** Settings


ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

My Requests Shortcuts Legend

My IT Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: GO Show All 

1 - 1 of total 1 listed

Request Totals
1 New Request

Status	Location	Action Taken	Complete Date
Incident ID Area Area Number New Request 14919 Office MIS	Description Administration This is a test, please disregard. Time Available: Anytime	Request Date Type No Action Note 7/19/2017 7:00:53 PM Computer Services	

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