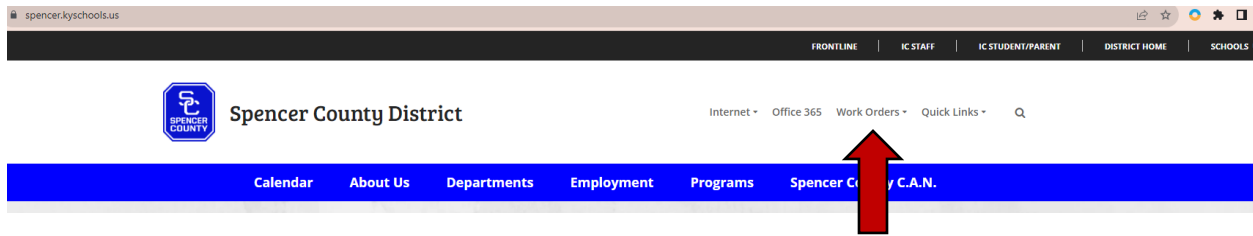


Spencer County Work Orders for Technology

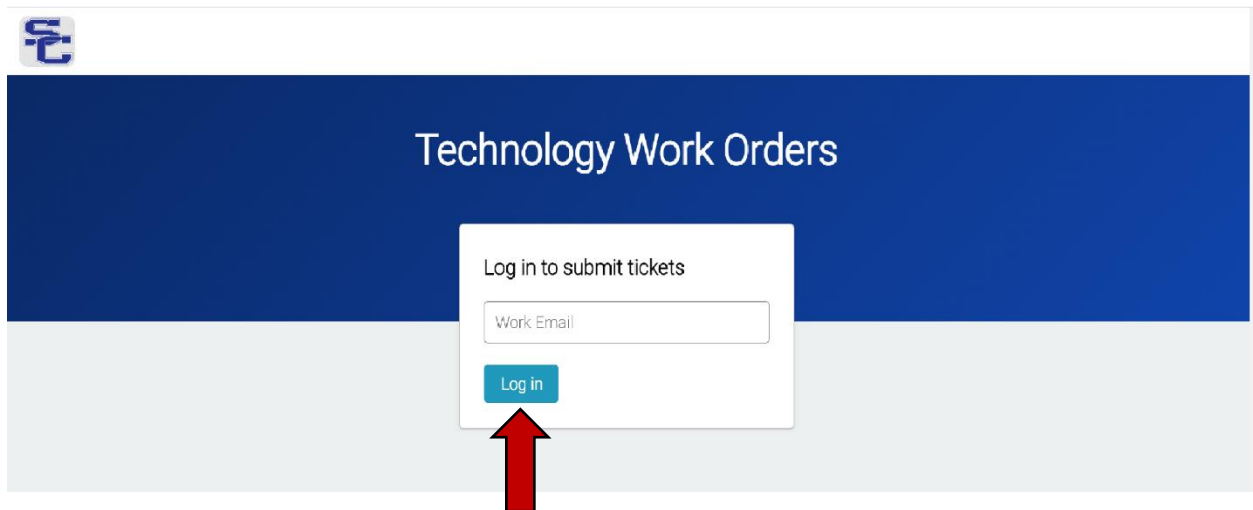
From the homepage (spencer.kyschools.us) go to the work order tab and hit enter.



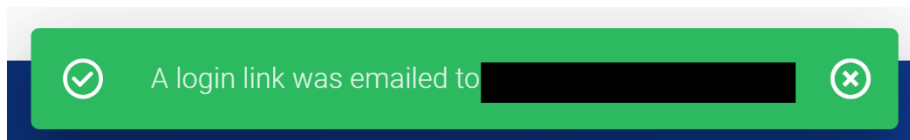
Select Technology Work Order from the drop down menu and hit enter.



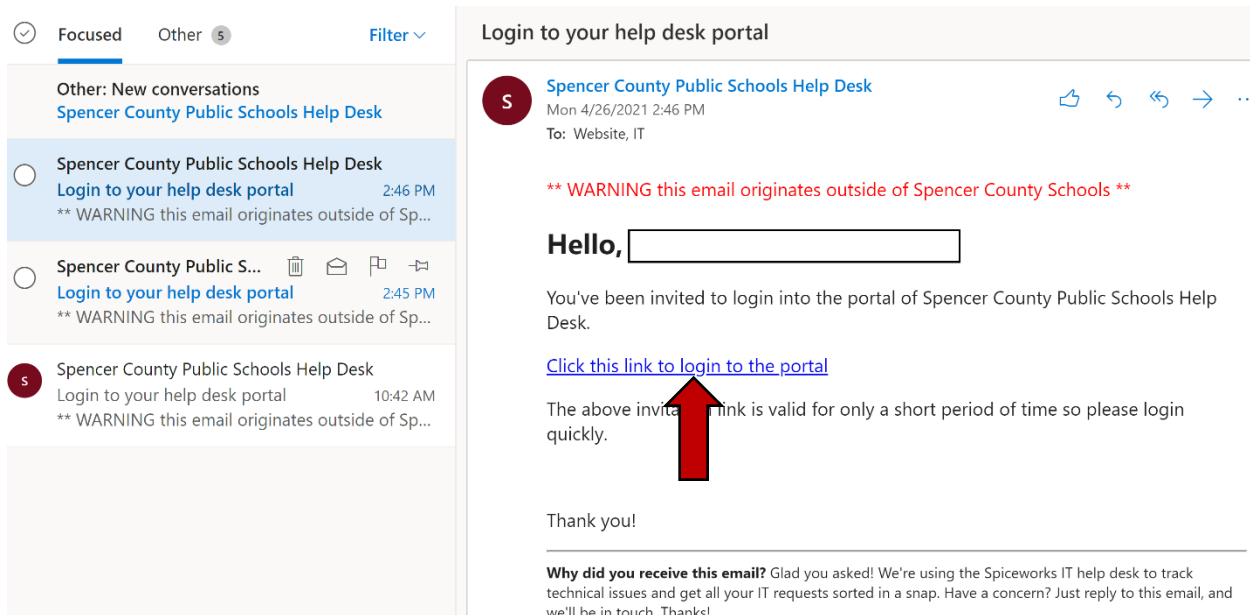
Once the following screen pops up, enter your school email address (firstname.lastname@spencer.kyschools.us) then click on the blue log in button.



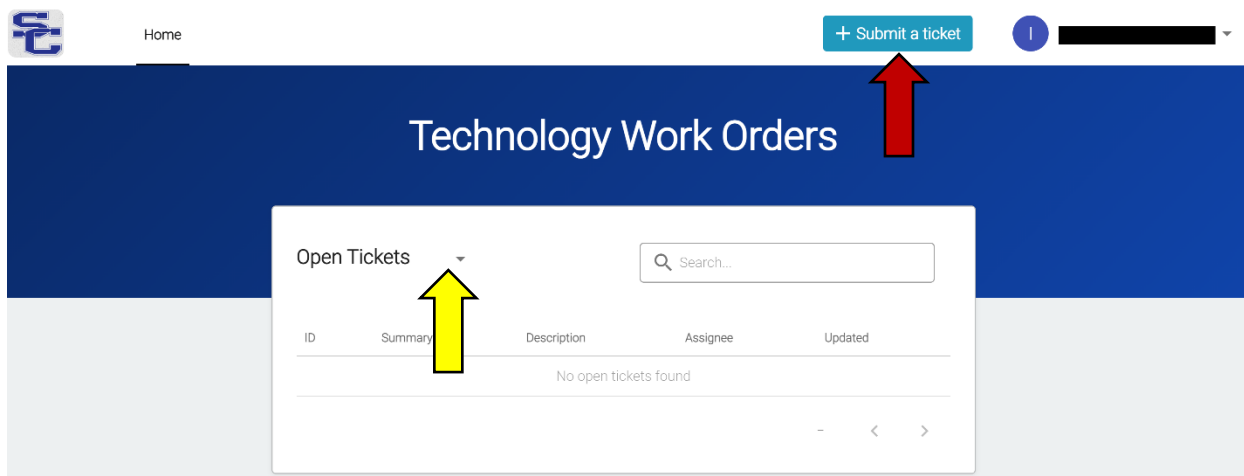
Once you have done that you should receive the following message of



You will then need to login to your email and look for the following email.



You need click on the blue link in the email and you will be taken to the following screen. You should be now be logged into the new work order system.



From here, you can submit a ticket (red arrow) or look at your open and closed tickets by clicking on the drop down menu arrow (yellow arrow).

From the submit a ticket button, the following screen will pop up allowing you to enter your work order.

Submit a help desk ticket

Simply create a ticket below. A technician will respond as soon as possible. Thanks!

0 / 150

0 / 2000



0 / 150



Attach a file

Submit

The summary portion is just for a word or two, like laptop issue or desktop issue. The description field is for a more detailed account of the problem. You are still able to attach pictures or a document just like before. Then hit the submit button and you will receive the following message.



Your ticket has been submitted! A technician will help you as soon as possible.

