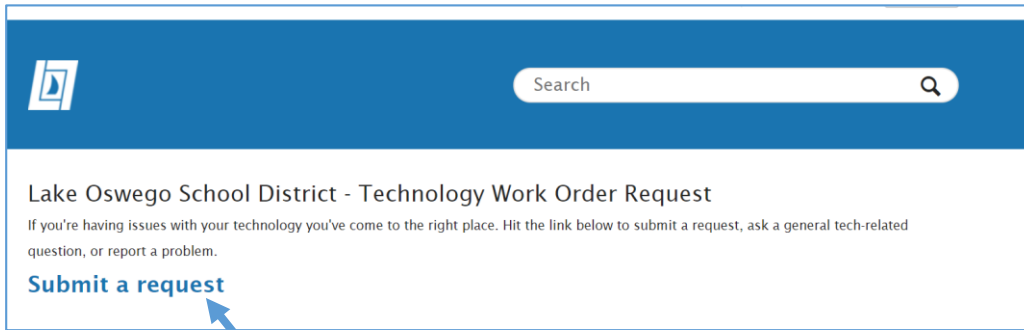


## Submitting a Technology Work Order Request

1. Navigate to <https://losdhelp.zendesk.com> The following page will appear.



2. Click on "Submit a request". The following form will appear.

Fill out the form with the applicable information:

*Your email address:* Please enter an email address that you can access for the response from LOSD Technology

*School/Site:* Enter the school that the student attends

*Room or Department:* If relevant, you may enter a particular classroom. Otherwise, enter "NA".

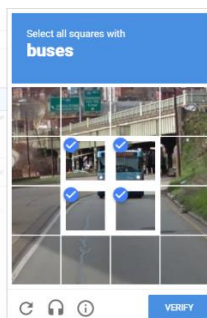
*Subject:* Brief description of the issue or question

*Description:* Enter your question or describe the issue. Please include any details that might help us resolve the issue, including how we can reach you if we have further questions.

*Device Type:* If you are experiencing an issue with a specific device, please choose it here. If your question is not in reference to a specific device, choose "Everything Else".

*Attachments (Optional):* If you would like to attach any documents or screenshots to further describe the issue, you may do so here.

3. Once the form is complete, click on **Submit**. Follow the instructions to select the pictures, and click **Verify**.



You will receive an email confirmation that your request was received.

**Please know that our five technicians will address your issue as quickly as possible, and you will be contacted once your issue is resolved.**