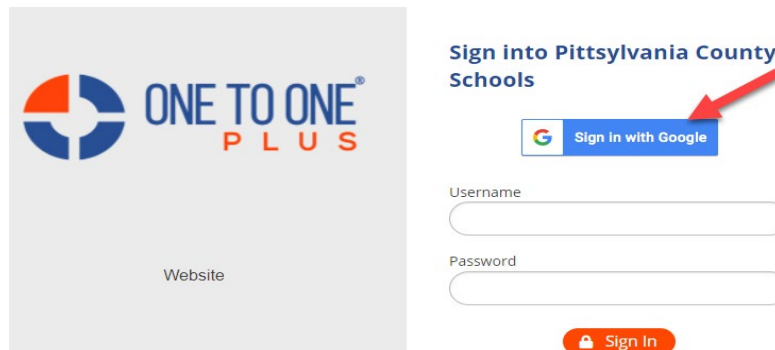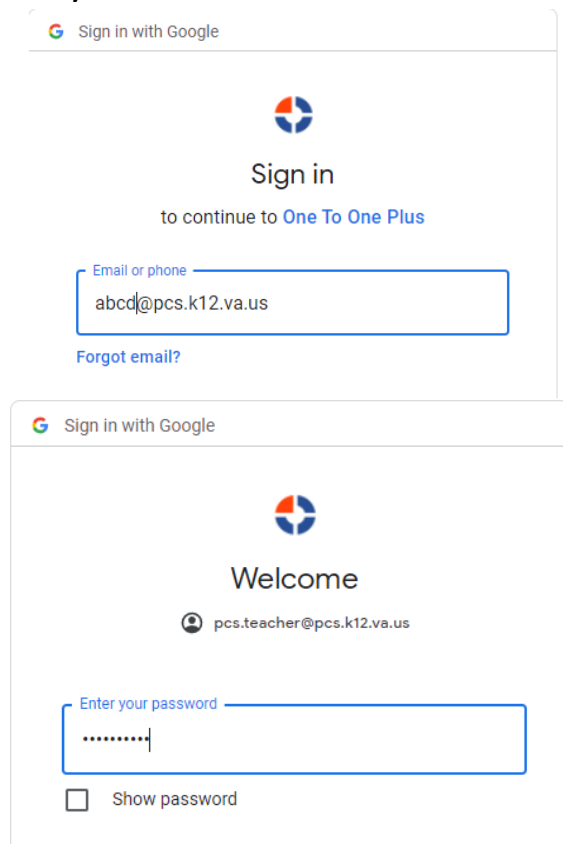# Enter a Work Order/Help Desk request

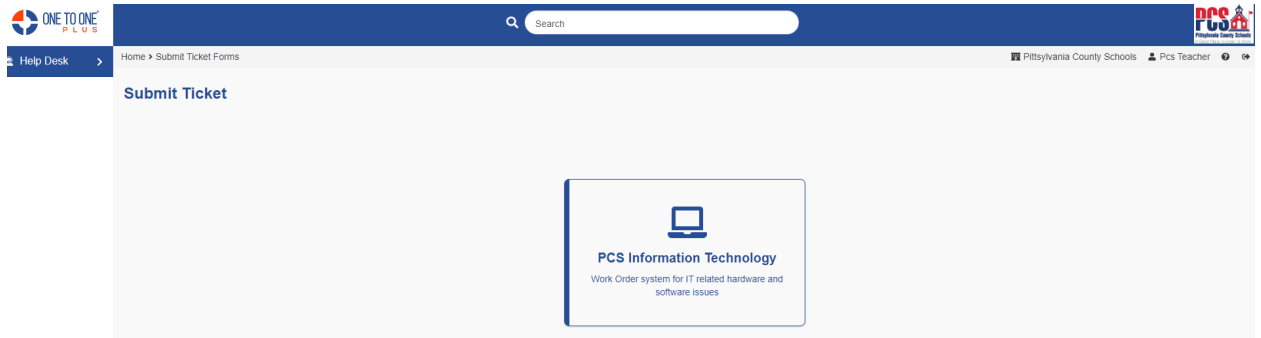**1.** Goto **https://1to1plus.com/login/Pittsylvania_VA**
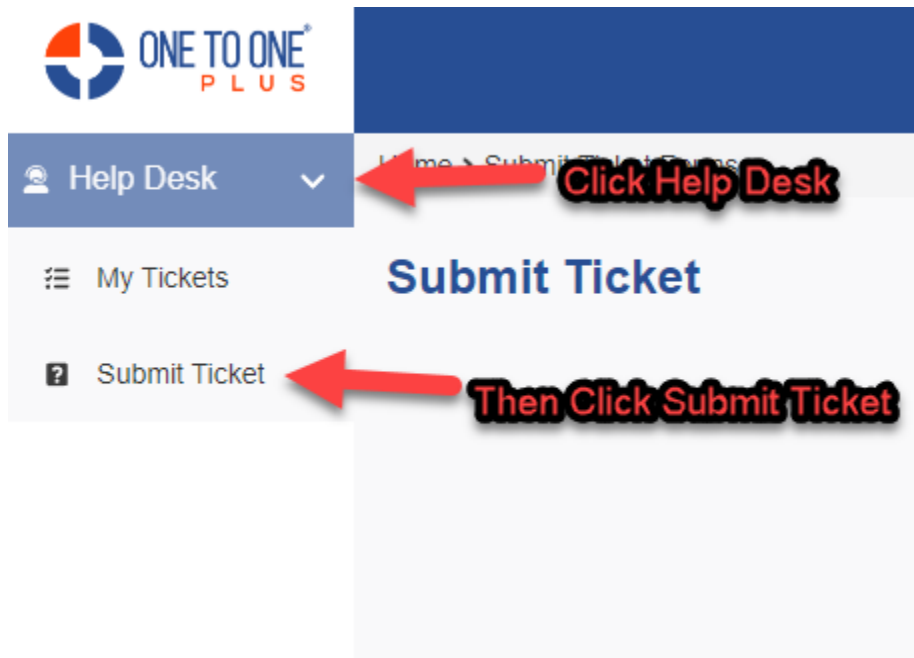
2. Click Sign in with Google.

3. Sign in with your PCS Email address and Password.

4. Once logged in depending on the user it should start on the Help Desk/Submit Ticket page (The majority of users should come to this page).
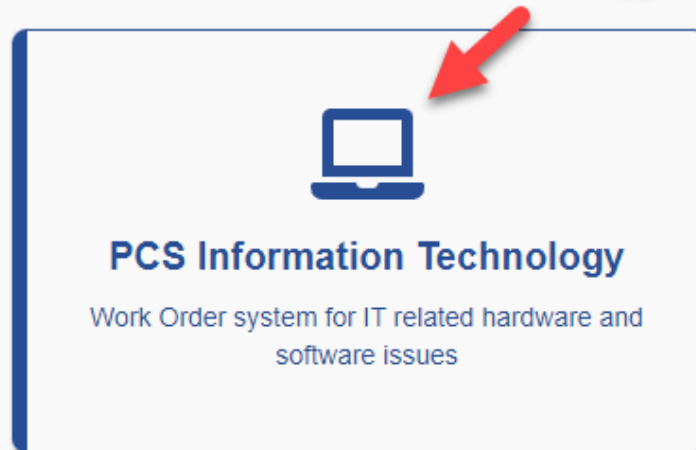

5. If Submit Ticket isn't the main page go to the side bar on the left and click Help Desk and then Submit ticket.

6. Click PCS Information Technology

7. The Current User should already be populated in this box. For this Example, it is Pcs Teacher

8. Select the type of request from the dropdown and provide a description of what the issue may be.

Types *

Chrome Device
Cisco Phone
Computer Hardware
Computer Software
Email
IT Work Order System Login
Network Login

i **What is the issue or request?**

Pick the best option for your issue

Types *

× Computer Hardware

i **What is the issue or request?**

Describe the problem

Problem Description *

9. Site should already be set to your location, but if not select your site, then add your room number, and Optionally add the time frame the room may be available

Site should be auto populated if not select you school

Site *

CMS

🔧 **Where is this occurring?**   Type in room #

Room Number *
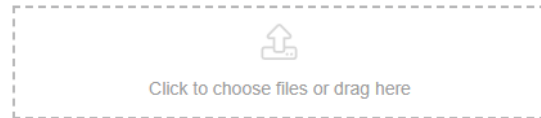
Optionally add when your is available

Availability

From   To

10. If you a file that needs to be attached to help with the problem you may do so here.

Files

Attach an optional file

Click to choose files or drag here

11. Click Save and your work order will submitted and assigned to the appropriate tech.

✔ Save