

**Step 1.** Go to [www.elps.us](http://www.elps.us)

**Step 2.** Click STAFF links

**Step 3.** Click Technology Work Request (You may be prompted to enter your Microsoft username and password)



**Step 4.** Click New Technology Help Ticket





**Step 5.** Enter Name, Building Room number, Extension, Issue type, Subject, Description, Attachments

**Step 6.** Click Submit



You will receive a confirmation email from ELPS Staff Home for each update made to your help request.

