

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## TECHNOLOGY REQUESTS

### Purpose

How to request services from the SASD technology department.

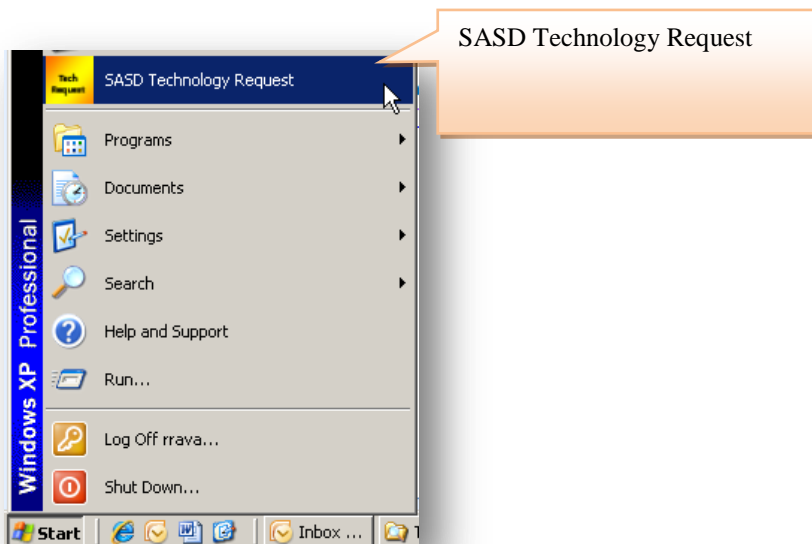
Key items to note:

- All requests must use the following procedure.
- HS, LE, and SE requests are routed to appropriate email group per building.
- Request may only be submitted by faculty and staff (not students).

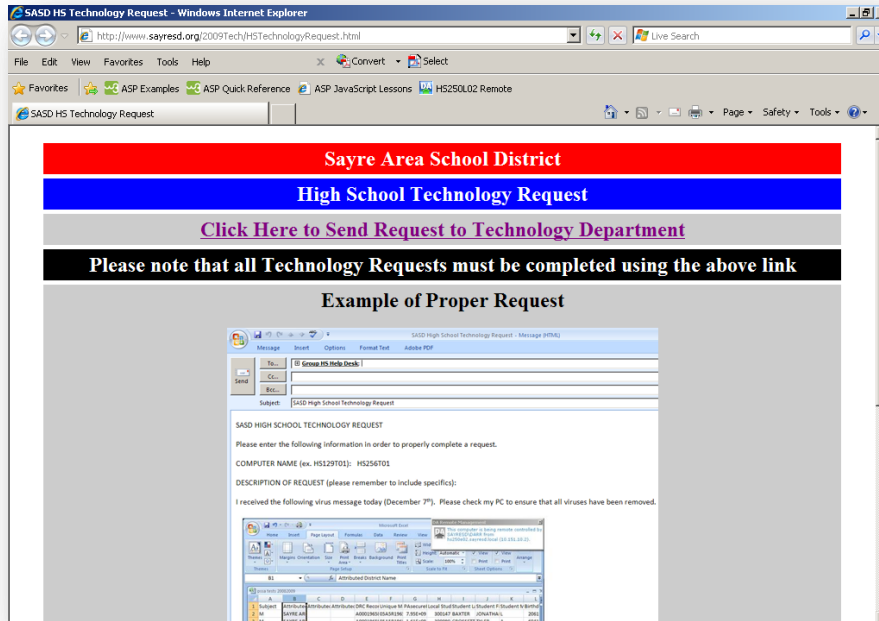
### Submitting a Technology Request

Click on the Start button.

Click on the SASD Technology Request shortcut

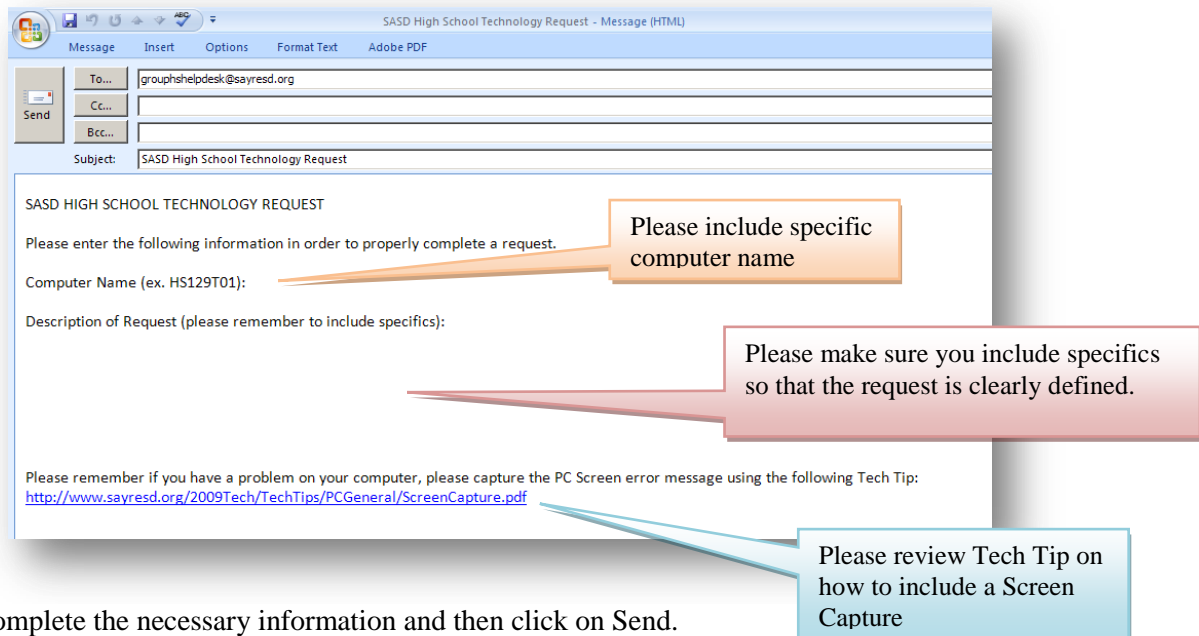


This will bring up the appropriate screen (based on the building that you are in – the following is an example for the High School building):



From here just click on the link to submit the request (please make note of the “Example of Proper Request”)

The following email pops up:



Complete the necessary information and then click on Send.

If you are reporting a problem, please remember to include a screen capture.

That’s it.