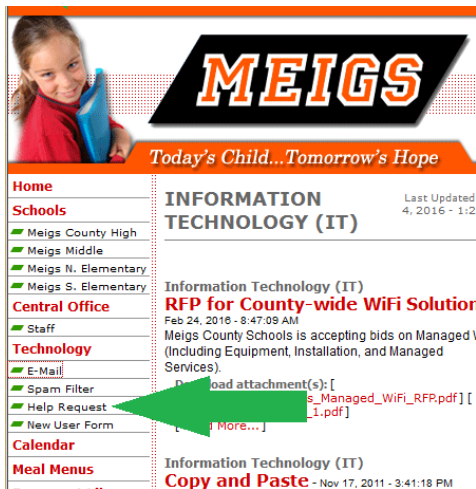
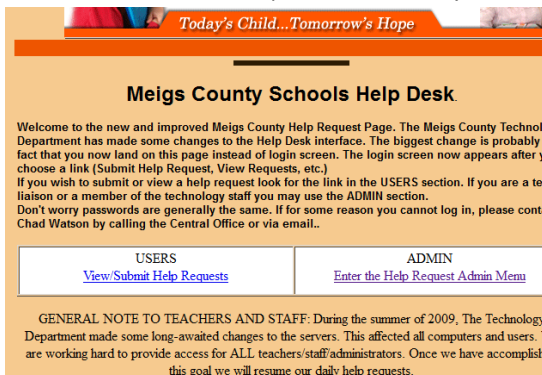


# Meigs County Schools – How to Submit a Help Request

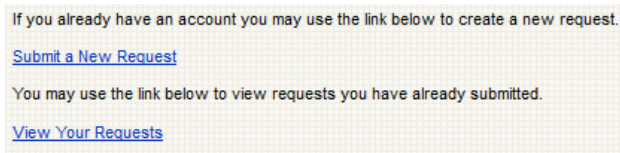
1. Open a web browser, navigate to [www.meigscounty.net](http://www.meigscounty.net)
2. On the left menu, click on **Help Request**



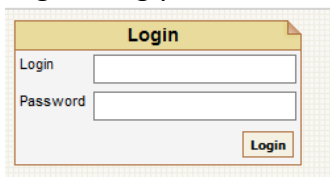
3. In the USERS section, click on View/Submit Help Requests



4. Click on **Submit a New Request** (or click on View Your Request if you want to look at current or older requests).



5. Login using your username (usually LastNameFirstInitial) and password.



6. Enter details on the Add/Edit Requests window. For the Type and Category choose answer that is relevant to your situation. Make sure to list your Computer Number (usually on top of the computer case or the bottom of laptops, and is a 4-digit number). If you have multiple computers with the same issue please list them. Be detailed as possible. It's helpful to provide information on what program you are using when the problem occurs and/or how often the problem occurs..

PLEASE PUT THE COMPUTER NUMBER IN DETAILS. The number is 3 or 4 digits on top of tower/desktop not the monitor.

### Add/Edit Requests

Request Date	<input type="text" value="07/26/2016 4:36 PM"/>
Requestor	<input type="text" value="John Smith"/>
Type	<input type="text" value="1 Hardware"/>
Category	<input type="text" value="1 Repair"/>
Details	<input type="text" value="0492. My computer has a strange sound (like a broken fan) coming from the back of it. It has shutdown during the middle of using it twice in the last hour. I was using two different programs each time."/>
Status	<input type="text" value="New"/>
Complete Date	<input type="text"/>
Action	<input type="text"/>
Complete	<input type="text" value="N"/>

7. Click **Add**.