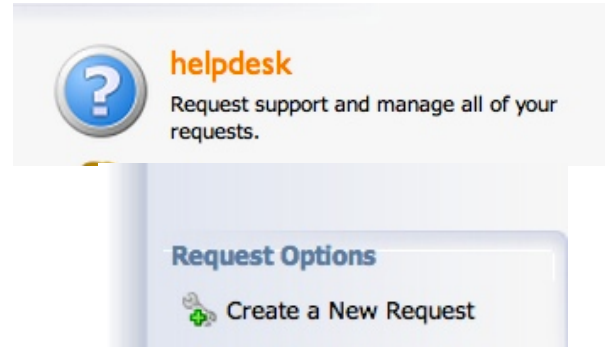


Entering a Work Order in Eduphoria for Tech Problems

1. Go to:
<https://eduphoria.eanesisd.net>
2. Log in with your Novell username and password
3. Click on helpdesk
4. Click on Create a New Request in the bottom left corner.
5. Most of these will likely be Computer, Peripherals, or iPad requests.
6. Fill in the appropriate information and then hit submit. If you can find or read the inventory tag, put "N/A" in that field.
7. Try and describe the issue as best you can. You can also attach screen shots if it's a software issue.
8. Hit Submit in the lower right corner



Enter the details of your request below

Make sure all of the information below is filled in and click "Submit Request".

* Campus:

* Room:

* Priority: Low Normal High

* Extension:

Service Tag:

* Model:

* EISD Inventory Tag:

* Detailed Request:

Attachments:

For all emergencies, contact extension #20777