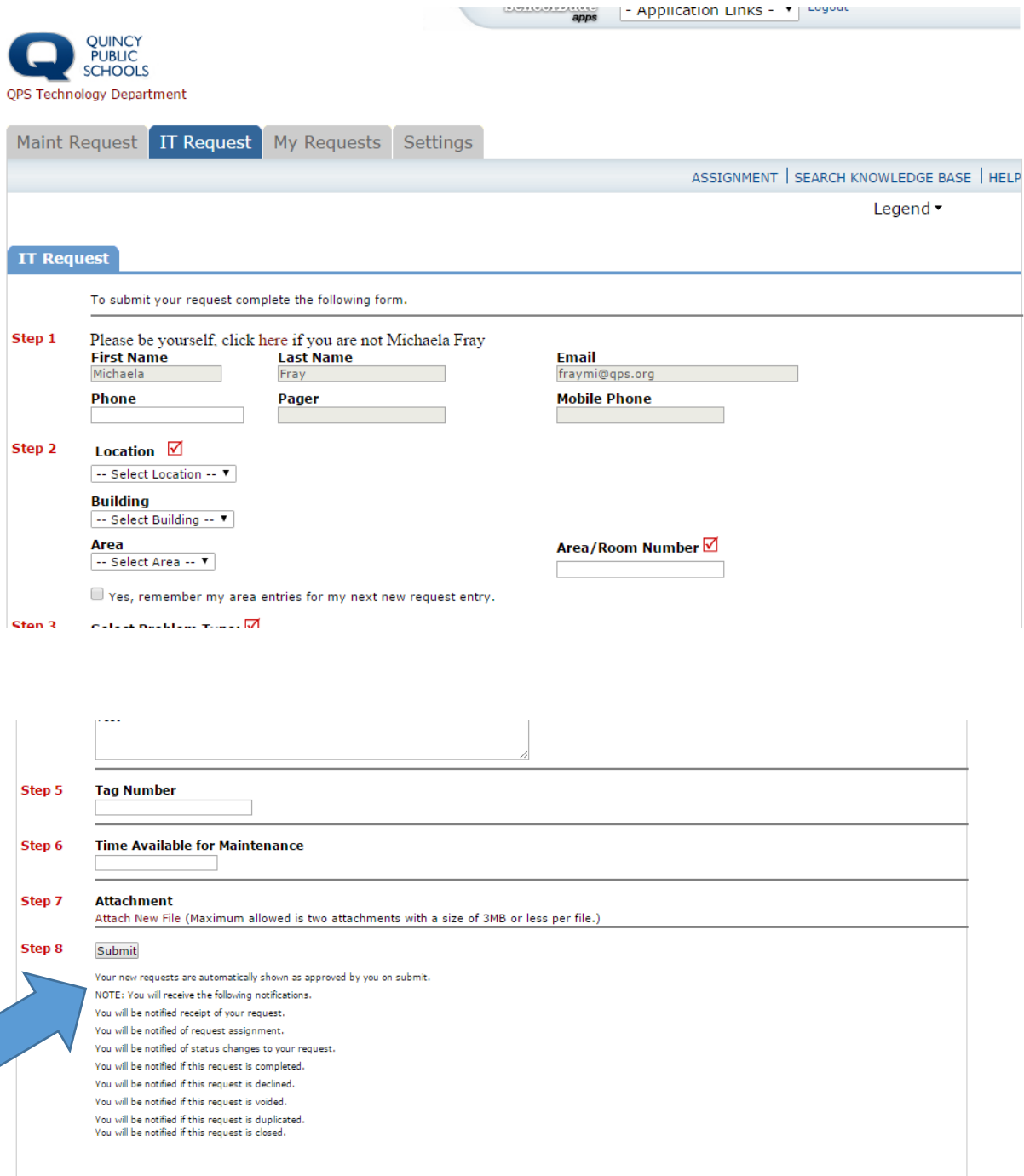


# QPS Technology Support Information

[helpdesk.qps.org](http://helpdesk.qps.org)

Please make sure to click “Submit” after filling out an IT Request.



apps - Application Links - Logout

**QUINCY PUBLIC SCHOOLS**  
QPS Technology Department

Maint Request **IT Request** My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

**IT Request**

To submit your request complete the following form.

**Step 1** Please be yourself, click [here](#) if you are not Michaela Fray

<b>First Name</b> Michaela	<b>Last Name</b> Fray	<b>Email</b> fraymi@qps.org
<b>Phone</b>	<b>Pager</b>	<b>Mobile Phone</b>

**Step 2** **Location**   
-- Select Location -- ▾

**Building**  
-- Select Building -- ▾

**Area**  
-- Select Area -- ▾

**Area/Room Number**   
\_\_\_\_\_

Yes, remember my area entries for my next new request entry.

**Step 3** **Select Request Type**

\_\_\_\_\_

**Step 5** **Tag Number**  
\_\_\_\_\_

**Step 6** **Time Available for Maintenance**  
\_\_\_\_\_

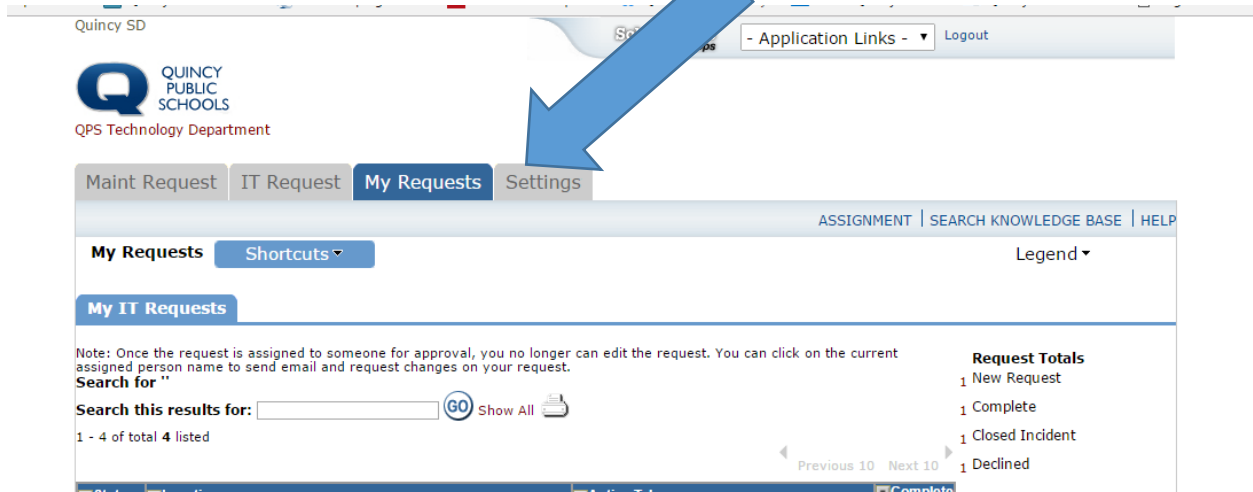
**Step 7** **Attachment**  
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

**Step 8**

Your new requests are automatically shown as approved by you on submit.  
NOTE: You will receive the following notifications.  
You will be notified receipt of your request.  
You will be notified of request assignment.  
You will be notified of status changes to your request.  
You will be notified if this request is completed.  
You will be notified if this request is declined.  
You will be notified if this request is voided.  
You will be notified if this request is duplicated.  
You will be notified if this request is closed.

# Checking Status of Request & Technology Support History

Click on "My Requests"



Click on "My Requests" Dropdown and select "My IT Requests"

