IssueTrak Instructions

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First go to the NCCC FYI home page.

1. Click on Public Relations > IssueTrak Login
2. Fill in the User ID and Password, which are exactly the same as when you log into your computer on campus.
3. Once logged in, you will see your name at the top of the screen.
4. Click on Submit Issue.

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First go to the NCCC home page.

1. Click on Faculty/Staff > IssueTrak Login
2. Fill in the User ID and Password, which are exactly the same as when you log into your computer on campus.
3. Once logged in, you will see your name at the top of the screen.
4. Click on Submit Issue.

Before submitting a job ticket for Print Shop, Graphic Design, or Web Design, view applicable instructions for further information. This will determine the best option for your work needs. These documents can be found on:

On Campus: NCCC FYI home page > Public Relations
Off Campus: NCCC home page > Faculty/Staff

Print Shop Job Ticket Instructions
Graphic Design Job Ticket Instructions
Web Design Job Ticket Instructions