## How to Submit an OIT request for service

## There are

To access Issue Trak from the

On the Issue Trak login page, submit your email account username & password.		
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Please Sign I Please login using y This is the same log User (D) Password:	n our NCCC issued username and password. In information you use to log into your office computer and/or your email account.	
Switch To	Robile Formet	
Once logged in, you will see your name at the top of the screen.		
Click on		
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In the box, providing specific details, explain what the issue is. Please be as descriptive as possible, including specific error messages & codes if applicable.

To choose an , dick on the best describes the issue.

to show the options & select the one that

Please There are Subtypes to choose from. For additional information of subtypes, please see the additional documentation on the FM page.

Please use your best judgement with subtypes. Sometypes may contain subtypes that are all inapplicable to your issue. Some types don t even have subtypes. If you re unsure, then don t feel obligated to choose a subtype.

If you have a specific time frame in which you need the issue completed, then please enter a . You can enter the date manually or use the Calendar feature

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