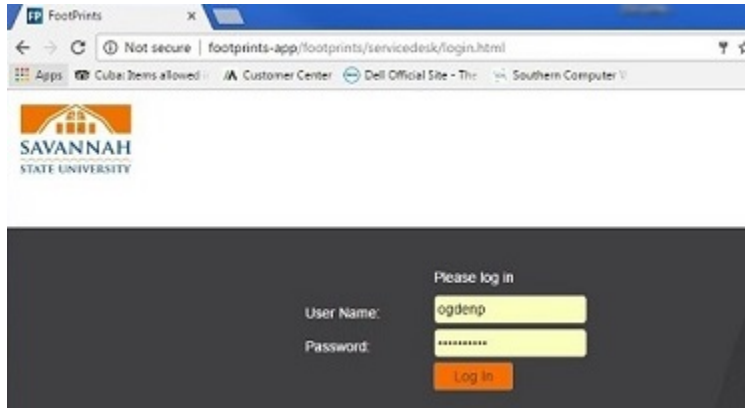
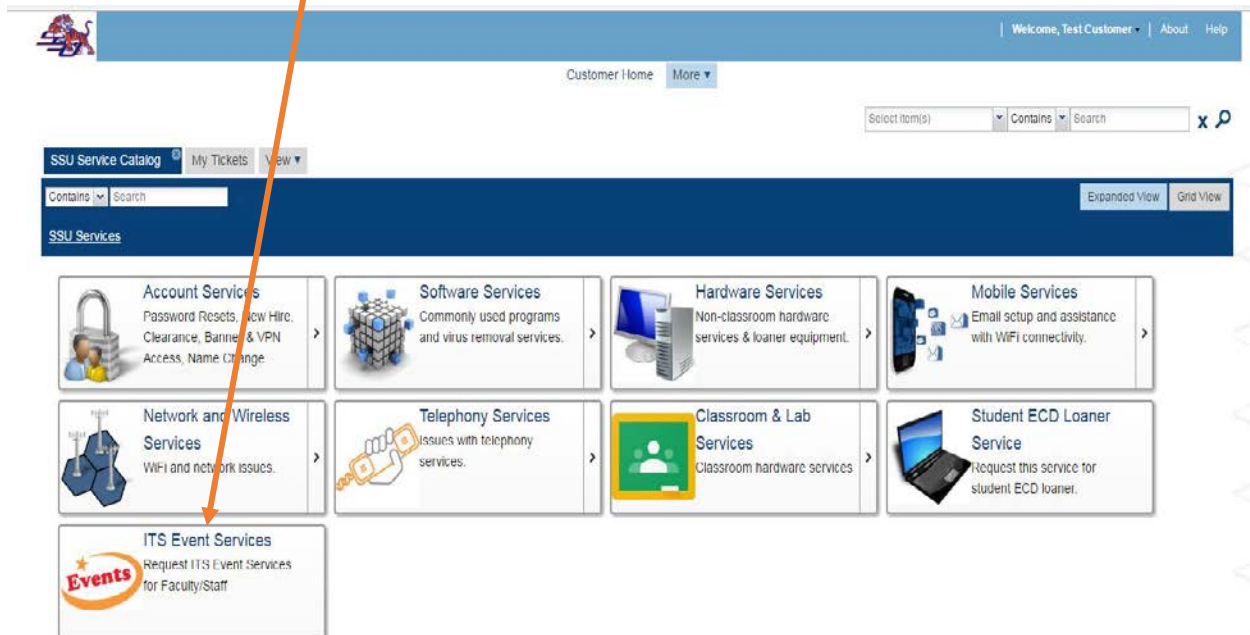


# How do SSU Employees Request ITS Event Services (ITS Event Request)? *SSU Employees Only*

**Step 1.** Login to system using username and password (same as network login/password). Link can be found on ITS Website under [Service Desk - Faculty/Staff](#)



**Step 2.** Select *ITS Event Services*



# How do SSU Employees Request ITS Event Services (ITS Event Request)? *SSU Employees Only*

Step 3. Click **Request Service** tab > Select all appropriate fields needed for the event.  
\* indicates Required Fields

The screenshot shows the SSU Service Catalog interface. At the top, there are tabs for 'SSU Service Catalog', 'My Service Portfolios', and 'View'. Below this is a navigation bar with buttons for 'Edit', 'Print', 'Request Service', and 'Actions'. The main content area shows a 'Ticket Information' form with the following fields:

- Ticket Number: (empty)
- Short Description\*: Event Support Request
- Status: Request
- Alternate Phone Number: (empty)
- Created On: (empty)
- Event Name\*: (empty)
- Event Start Date and Time\*: (empty)
- Event End Date and Time\*: (empty)
- Department/Organization\*: (empty)
- Event Location\*: (empty)
- Contact Number\*: (empty)
- Desktop:
- Laptop:
- Tablet PC:
- Printer:
- Phone:
- Presentation Clickers:
- Projector:
- Projection Screen:

Select **Submit** when completed

Step 4. Click **X** to close out open Ticket



Step 5. To Logoff > Select **Welcome, Your name** in the top right corner – Click **Logout**