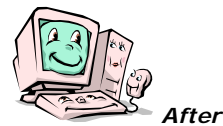


**SIX EASY STEPS for filing a workorder with HEAT or call 7700.**

*Check power and cables and reboot before filing a workorder.*

1.	Open <b>Internet Explorer</b> and click on <b>Intranet</b> link.
2.	Click the <b>Technology Workorder</b> link (on the right).
3.	Type your regular <b>User ID</b> . Example: neff101 or E012345. Use <b>no password</b> .
4.	Click "New Issue" (on the left).
5.	Complete these <b>fields</b> in the form: Bldg/Room, Make, Model, NISD#, Short Description, Call Description. (Labs give Sta#, you put in Room#) If you call, you need to provide the same information, so have it ready.
6.	Click <b>Submit</b> and wait 2-4 days before using the <b>Contact Us</b> link.



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