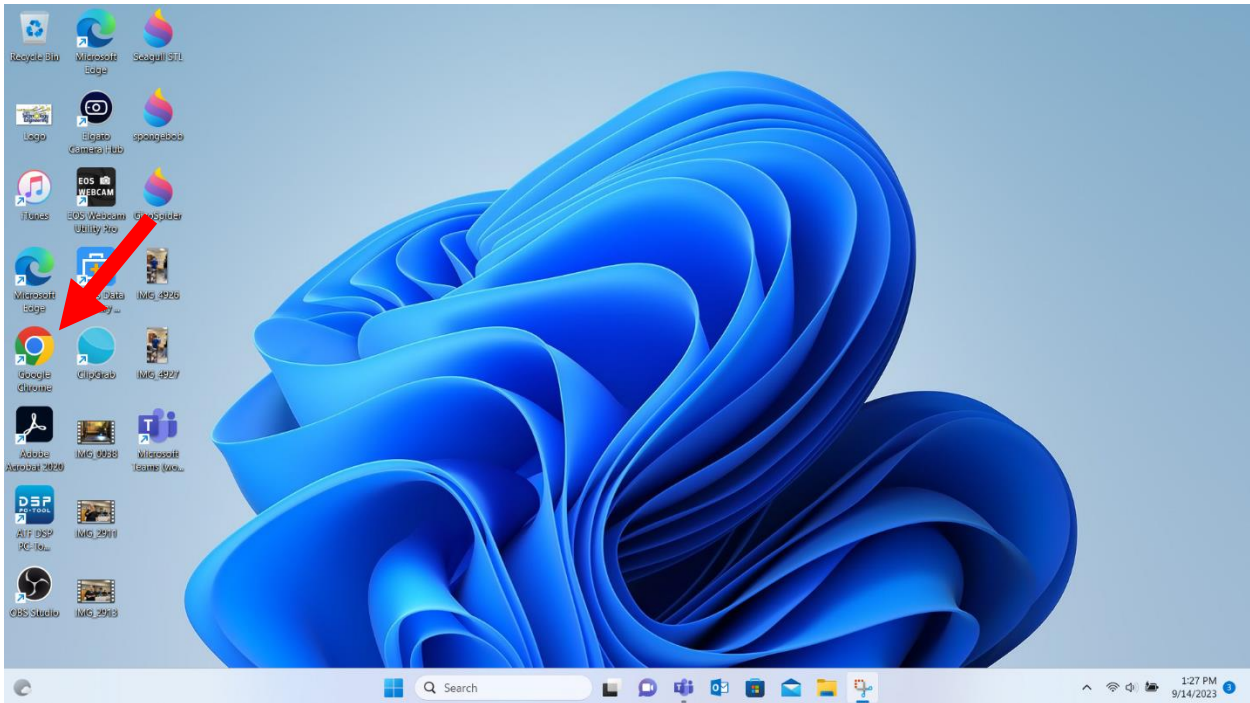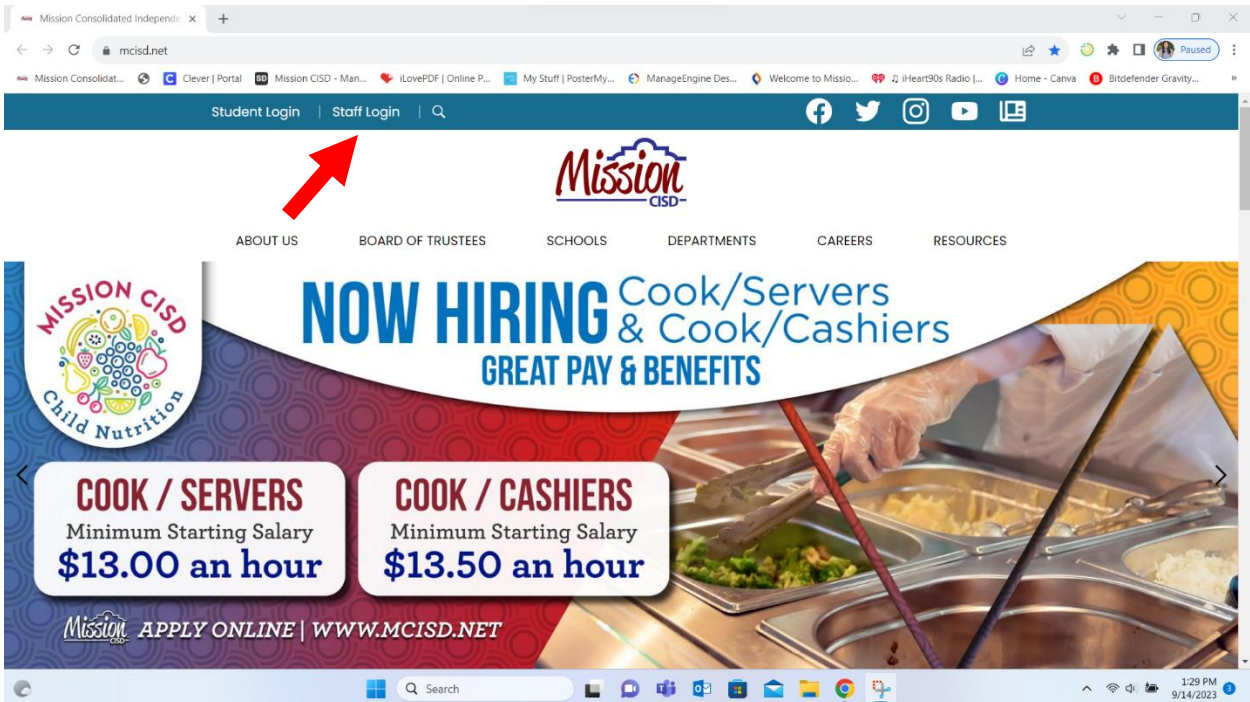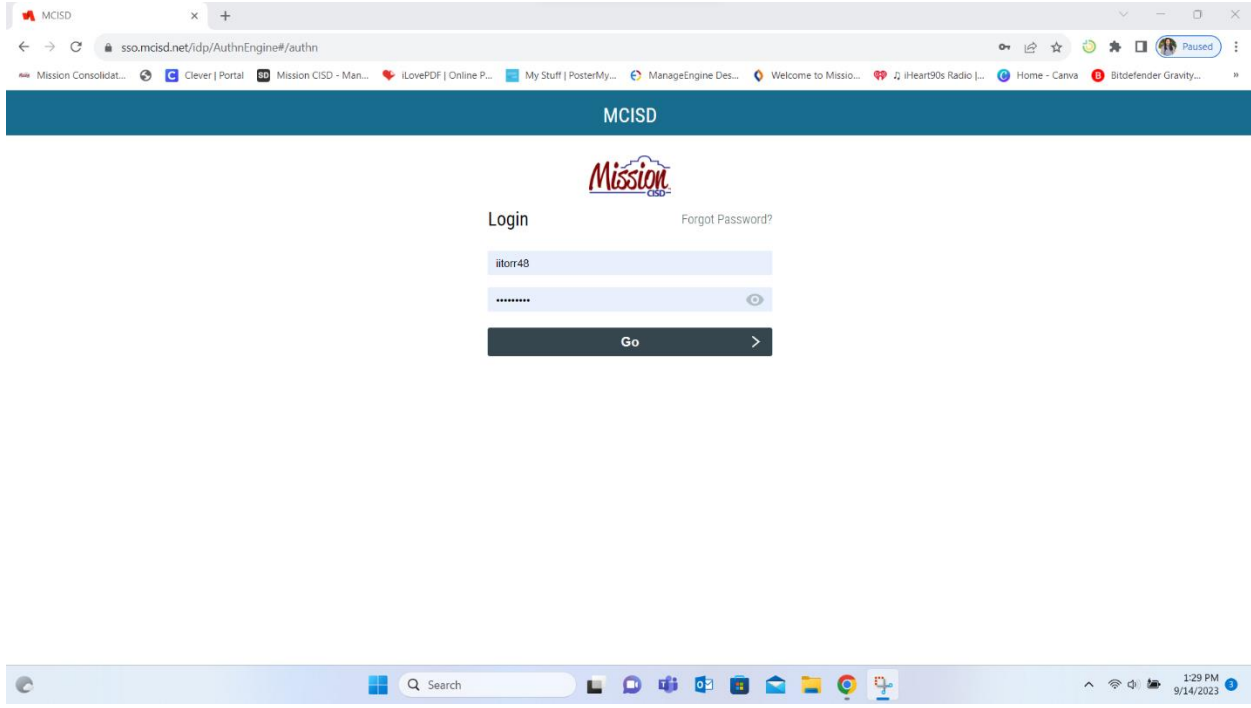# How to submit a work order
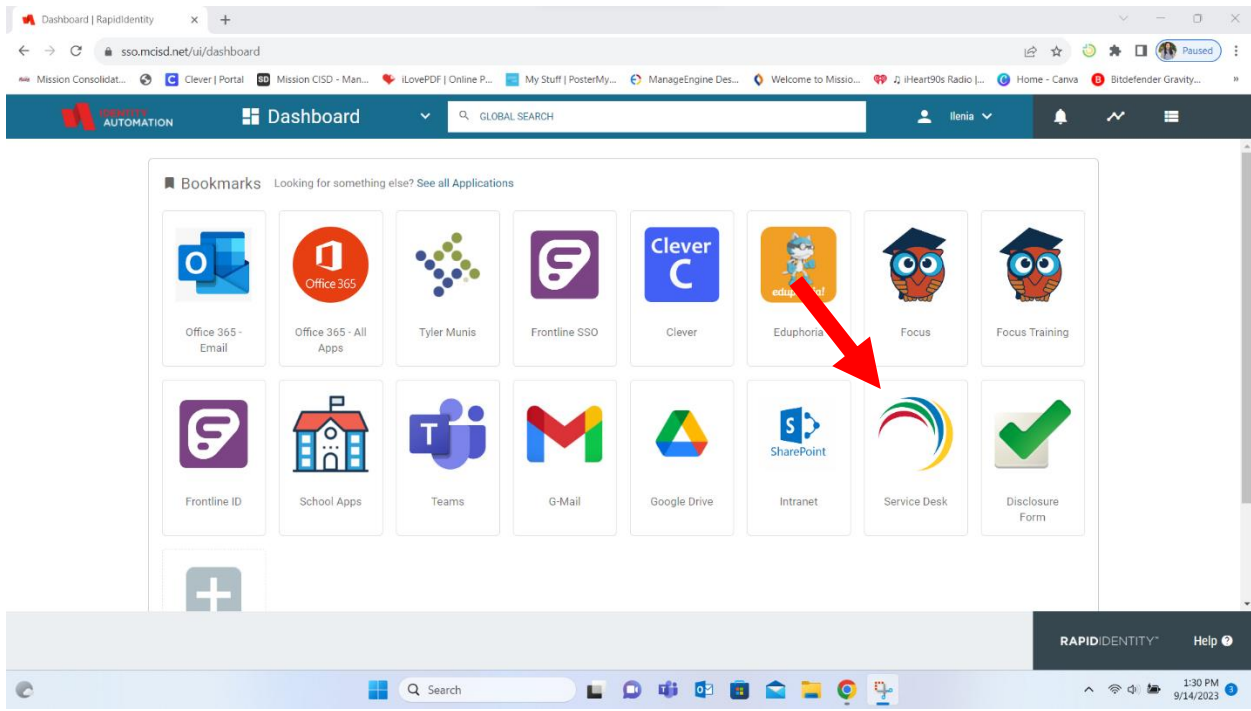

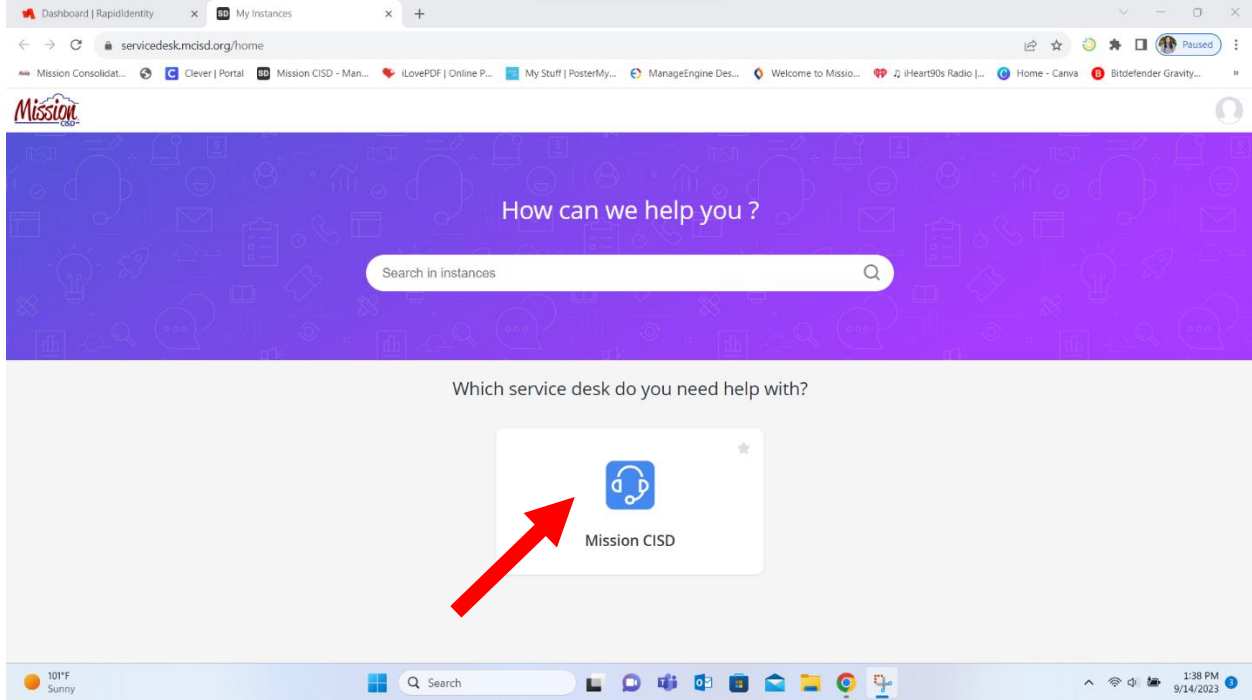
Double click to open Google chrome.

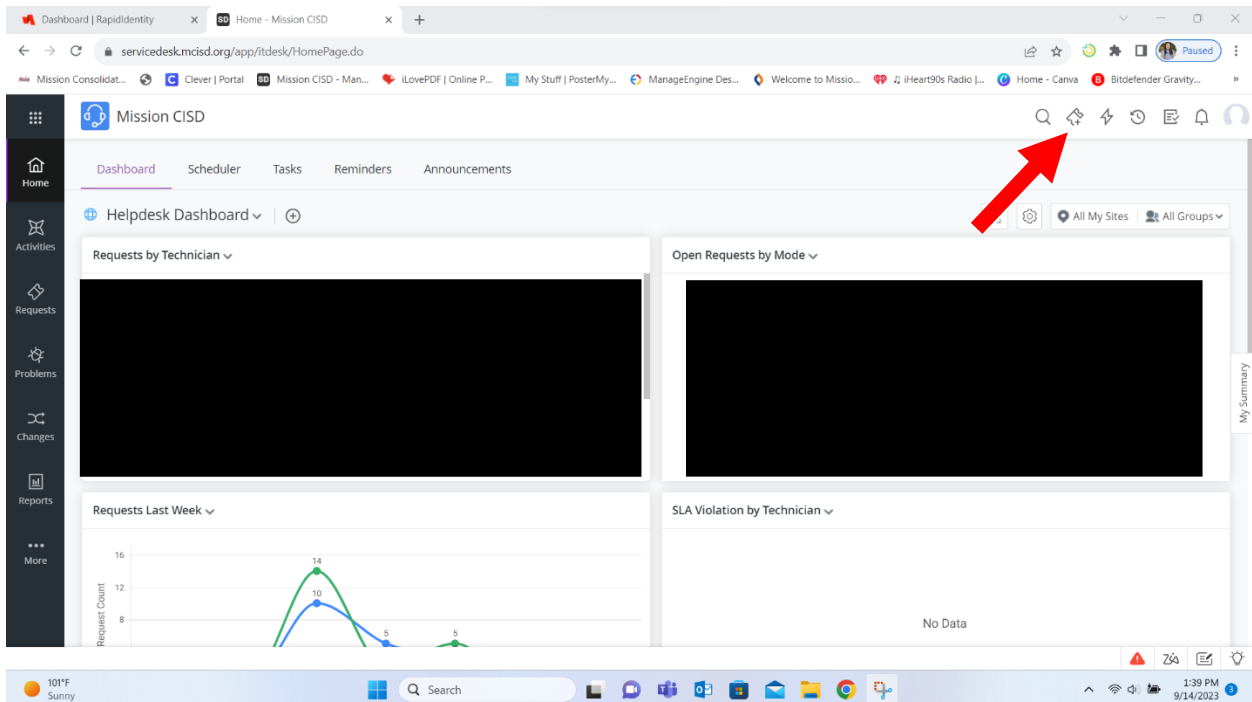*Go to www.mcisd.net and click on staff login.*

When you click on staff login it will take you rapid identity login. Please enter credentials (the way you login on a desktop) then click on Go.
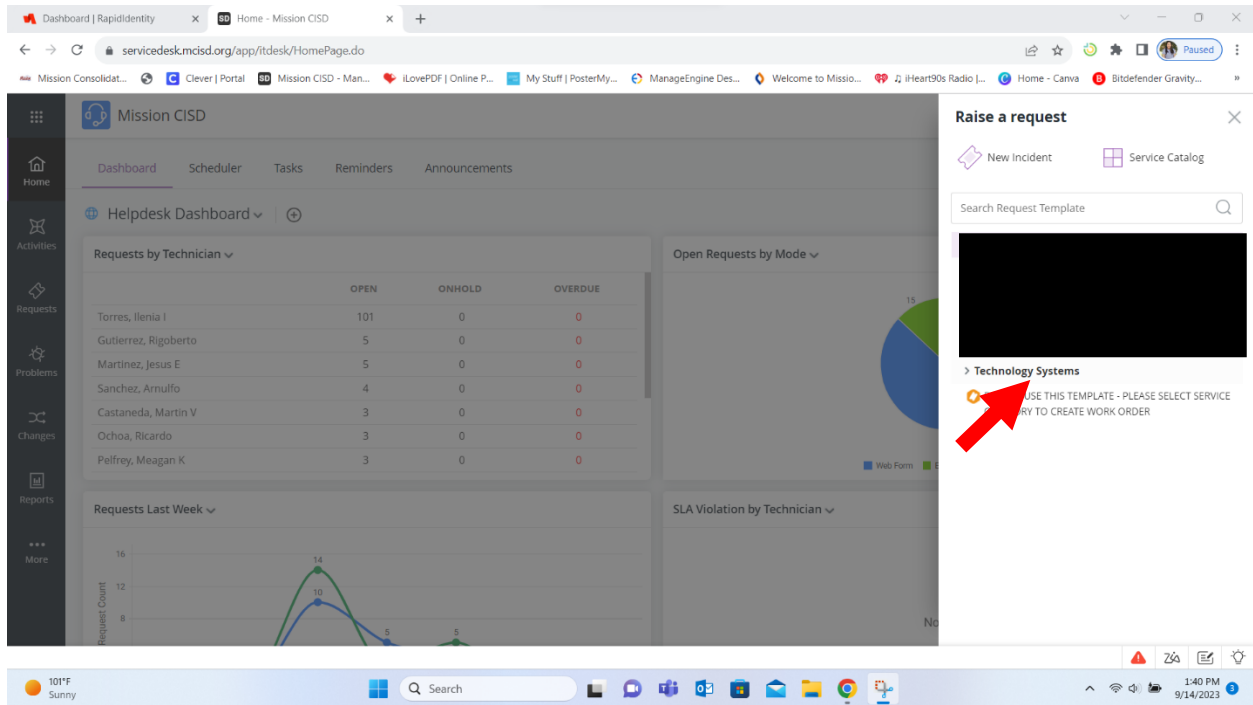

*When you click Go the rapid identity dashboard will appear we are looking for Service Desk.*

Once you login using your credentials this screen will appear click on Mission CISD icon.
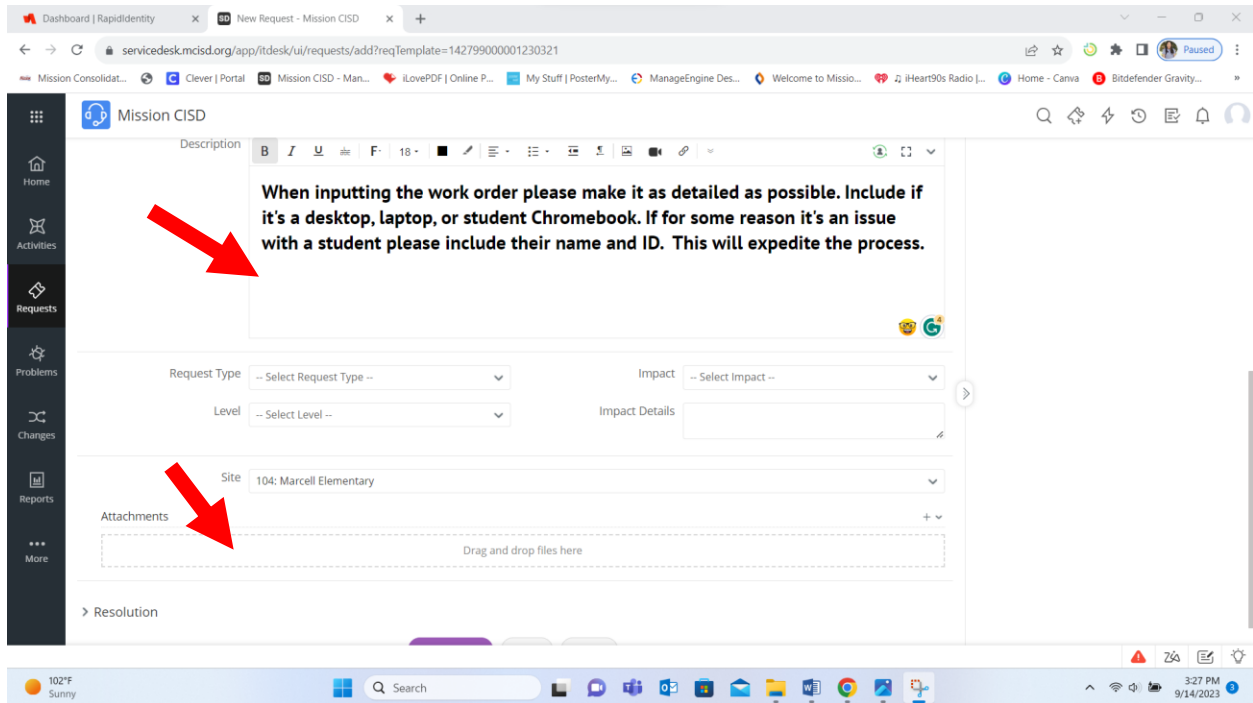

It will take you to a similar screen it's different from the technician view. Click on the icon that says new request as shown.

I am not sure if it will take you to this screen but just incase please select ==Technology Systems only==.
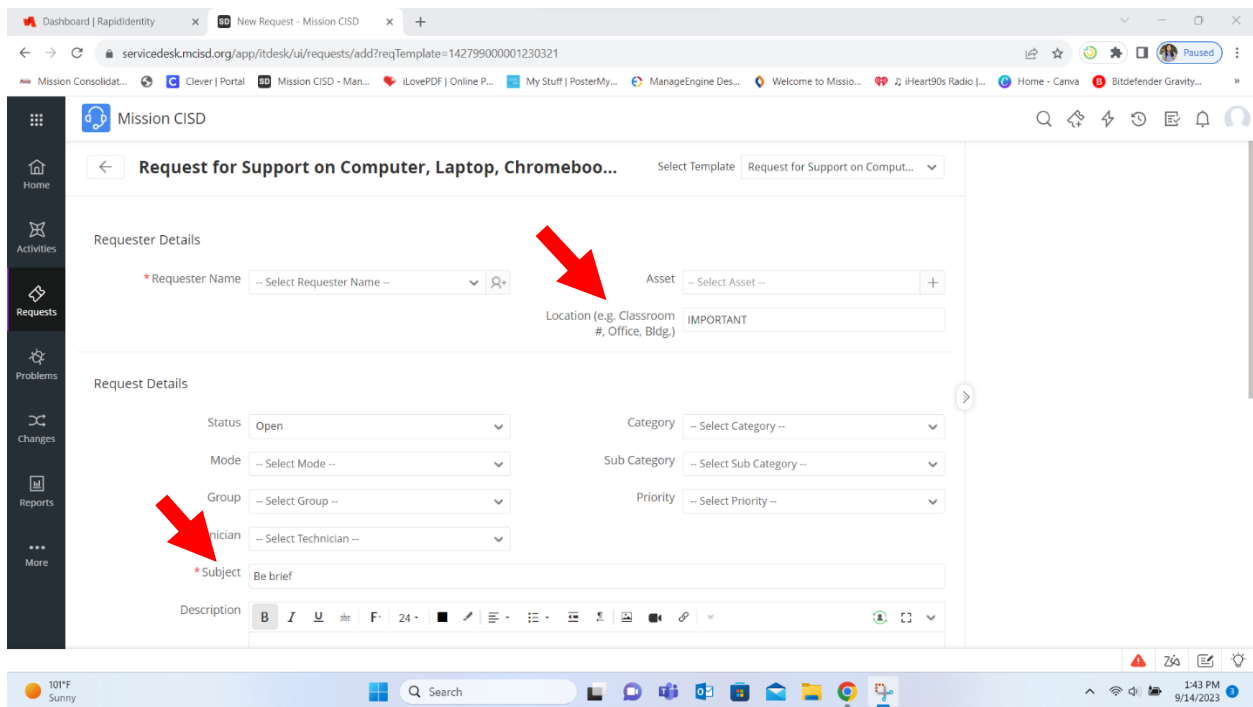
When you click on ==Technology Systems== this screen should appear it is important to include the ==location and subject==.

In the description box please read message provided. <mark>*Optional: If you want to add a screenshot*</mark> <mark>*of something you can drag and drop in the box that says*</mark> *Attachments.*
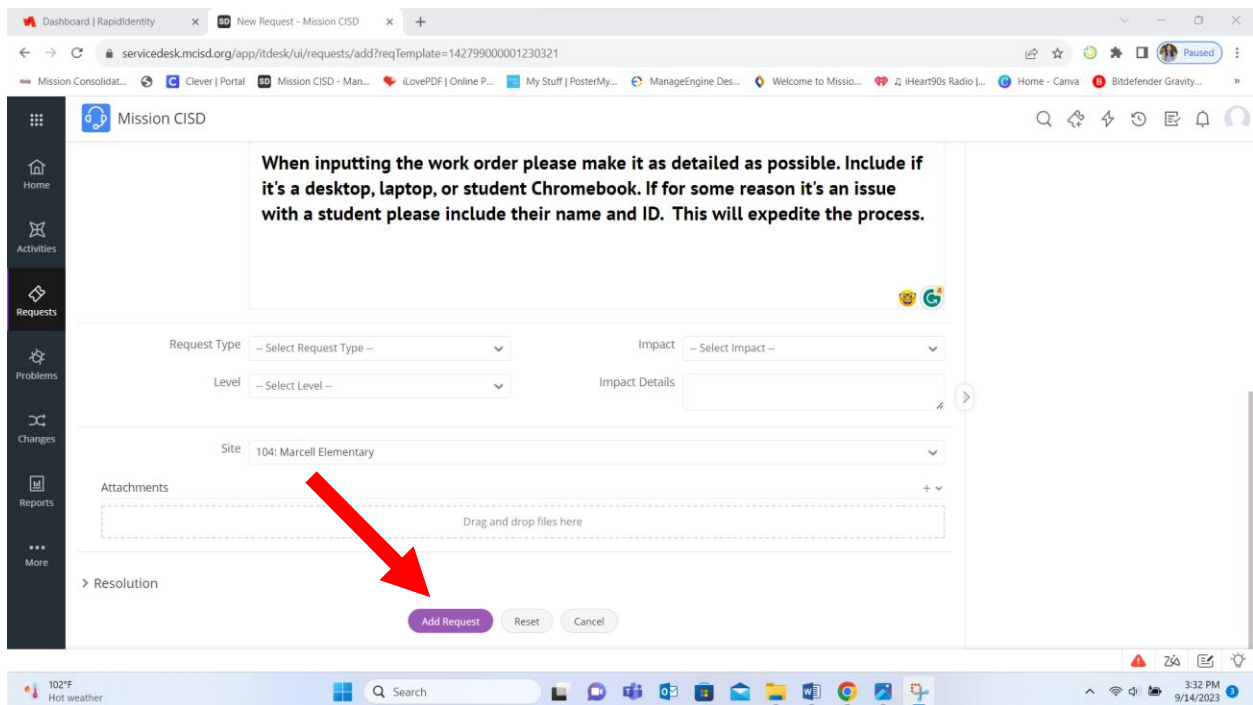
The last step will be to click on <mark>*Add Request*</mark> *button. Once you add your request you will receive an email with confirmation your work order was sent.*