

# SK596 - Using the IT Ticket System

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**Purpose: Properly submit a ticket to the Web and IT department for review and resolution**

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Log into SKS-Connect and click on the **Ticket Icon** on the top menu



- **Subject** - The gist of your issue/request
- **CC** - Carbon copy other user(s) by typing in his/her name or email
- Upload any pertinent images that may help resolve your request

## Ticket Home

New Ticket

Active Tickets

Closed Tickets

Dept Tickets

Search Tickets

Subject:

CC:

Enter Ticket Here...

Submit

Upload Files