SUBMIT A TICKET

01 In your browser of choice, go to **https://maricopa.
sharepoint.com/sites/gwc**. If prompted, sign in with your
GateWay credentials.

02 In the top navigation, hover over **Essentials** and then click on
Work Requests.

03 To submit an IT work request, click on **Technology Work
Request** and then **Submit a Ticket**.

04 Fill out the information requested. When you are finished,
click on the **Submit** button.