

➤ **Submitting tickets by clicking on the TPS Helpdesk icon on your desktop**



- **Step One:** Click on Submit an Incident icon



**Submit an Incident**  
Experiencing technical problems or have an issue to report? Click here to submit an incident to your IT department.

- **Step Two:** Please complete all GENERAL DETAILS fields so that a ticket can be generated. Once you click on the submit button (at the bottom of the ticket), you will receive a confirmation email with a ticket number. You will receive email updates until the ticket is closed.

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**General Details**

\* Category: Please select a category | Please select a sub-category | Select third level category

\* Title:

\* Description:

\* Urgency: Low

Main Asset: CEN-IT-04

Send screen capture

Attachments: 