

Logging a ticket

1. Go to www.schoolicts.co.uk
2. Log in using your username and password
3. Click on Online Helpdesk – Call Log Form
4. Choose a category for the ticket
5. Enter the title and enquiry, you also have the option to attach any files that might be relevant to the call
6. If you do not want other people from your school viewing the call make sure the tick box is unticked at the bottom of the ticket
7. Click Submit Ticket to send the ticket to us

Helpdesk

[Create new ticket](#) [View tickets](#)

Submit Ticket

Select category: No closed tickets

Title :

Enquiry :

Upload file: (Max 5Mb)

Allow other people in my company to view this this