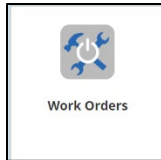

Using Cuesta's Work Order System

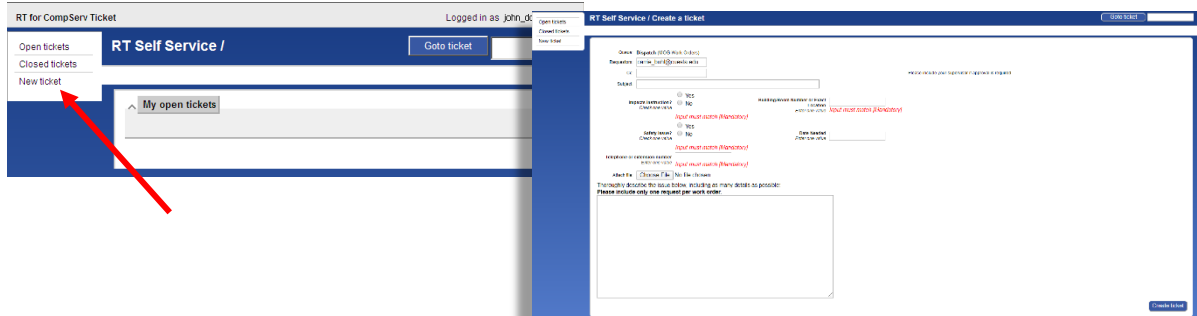
Create a Work Order

1. Log into myCuesta. (<http://my.cuesta.edu>.)
2. Locate the **Work Order** service icon

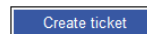


3. Choose one of the following depending on the issue/need:
 - Information Technology
 - Facilities
 - Reprographics
4. Click **New ticket**. Then, a new window will appear for you to define and describe your issue/need. Complete all applicable fields.

Note: To review tickets that you created in the past select Open Tickets or Closed Tickets.



5. Click the **Create ticket** button at the bottom of the screen.



A work order number will be assigned to your case, and you will receive communications via email.