

# Helpdesk

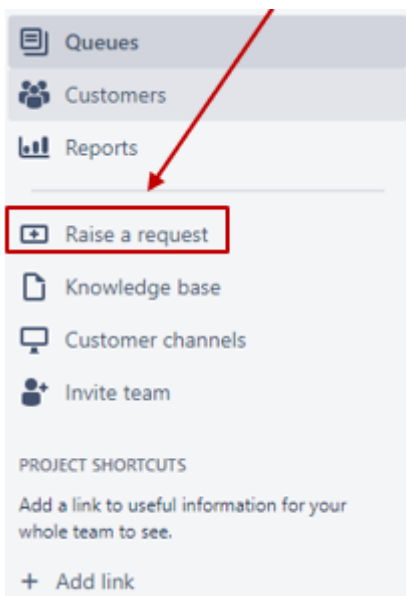
- [Create helpdesk tickets in other departments' projects](#)
- [How to use the helpdesk.](#)

# Create helpdesk tickets in other departments' projects

Users who are agents for a helpdesk project may need to submit tickets to other helpdesk projects. (IT, facilities, etc.) The process to submit a helpdesk ticket is not the same as other users.

## Steps

- In your project's screen, look to the left hand side and select **Raise a request**. If you have your screen side dash collapsed, it will look like the + in a box without the words.



- Next it will bring you to a new webpage. Click on the **NTCC Helpdesk** at the top of the page.



NTCC Helpdesk

## Faculty/Staff IT Helpdesk

Welcome! You can open an IT helpdesk ticket here. Please select the category that most applies to your needs. There are other categories that are available via the left-hand column.

What do you need help with?



[Search help](#)

### Common Requests

Hardware and Software



### Something Broken

Something broken with a NTCC computer, printer, or other hardware?

- It will bring you to the main Helpdesk page where you can choose the correct helpdesk for your ticket.

## Welcome to Northshore Technical Community College Helpdesk

What do you need help with?



[Search help](#)

### All portals

Popular



#### Faculty/Staff IT Helpdesk

Welcome! You can open an IT helpdesk ticket here. Please select the category that most applies to...

#### Student IT Helpdesk

Welcome! You can create student helpdesk tickets here. Please make sure to use the appropriate category for the quickest...

#### Facilities

Welcome! You can raise a Facilities request from the options provided.

#### Website/Marketing/Public Relations

Welcome! You can raise a Public Relations, Marketing, or Website request from the options provided.

#### Student Services

Welcome! You can request assistance from a Student Services specialist by submitting a ticket below.

#### Canvas/Online Learning

Welcome! You can raise a Canvas/Online Learning request from the options provided.

# How to use the helpdesk.



## HOW TO USE NTCC HELPDESK

### ACCESSING THE HELPDESK

1. Go to our website <https://www.northshorecollege.edu>
2. At the top of our website, click on "HelpDesk" from the tab at top.

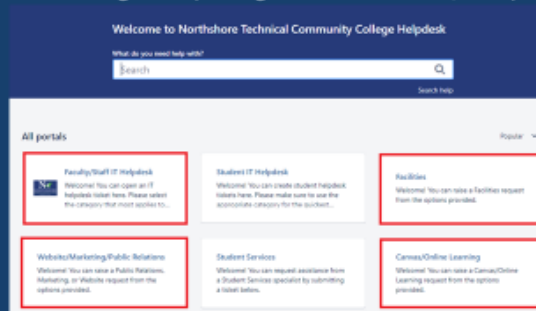


3. Sign in using your username **without** the @northshorecollege.edu and the password used for your Northshore email.

A screenshot of the login form. It has a blue header with the word "Login". Below it are two input fields: "Username" with the text "gatortrax" and "Password" with masked characters "\*\*\*\*\*". There is a checkbox labeled "Remember my login on this computer" which is unchecked. Below the checkbox is the text "Not a member? To request an account, please contact your Jira administrators." At the bottom is a blue button labeled "Log In".

# NAVIGATING THE DIFFERENT HELPDESKS

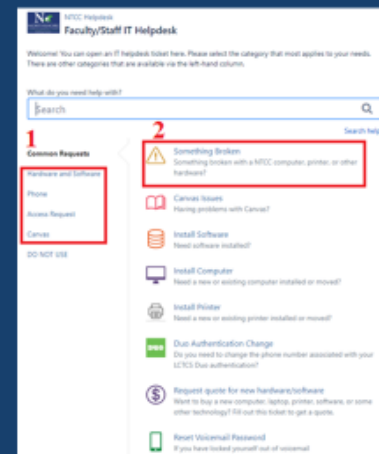
- There are different Helpdesk. Please choose the appropriate one for your needs.
- The ones that Faculty and Staff will use are:
  - Facilities – Issue that will be given to Maintenance/Facilities
  - Faculty/Staff IT Helpdesk – Issues that will be given to the IT staff (not instructors)
  - Website/Marketing/Public Relations – Request/Issues given to Public Relations
  - Canvas/Online Learning – Anything related Canvas, Respondus, and online learning.



## SELECTING THE TYPE OF ISSUES

1. Select the request group where the issue belongs.
2. Select the category that the issue is.

NOTE: If you do not see an appropriate category for your issue, change the group to see additional categories.



# CREATING AN ISSUE

- Fill out all information needed to help you resolve the issue. Some issue categories require more information.
- Please be as detailed as possible, including attachments if needed. The more detailed the ticket, the quicker your issue can be fixed.
- Select "Create"

NTCC Helpdesk / Faculty/Staff IT Helpdesk  
Canvas Issues

Make sure to include the CRN number and semester that CRN number is used for.

Raise this request on behalf of  
Karrie White

Summary

In a single sentence, please tell us what is not working on Canvas.

Description

CRN number is required. Please describe in as much detail as possible what is happening, what you've tried to fix the issue, and any other information that you think might help us solve the issue.

Campus (optional)

Phone Number

What campus are you from?

Attachments (optional)

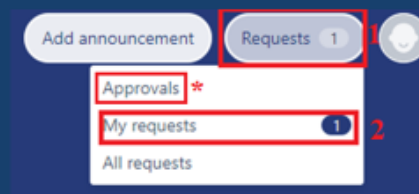
Drag and drop files, paste screenshots, or browse

Have a screenshot of the issue? Please attach it here.

Create Cancel

# CHECKING ON YOUR TICKET

1. After logging in, first click on the "Requests" tab at the top right.
2. Next, click on the appropriate selection.
3. Third, select the open ticket.



NTCC Helpdesk

Requests

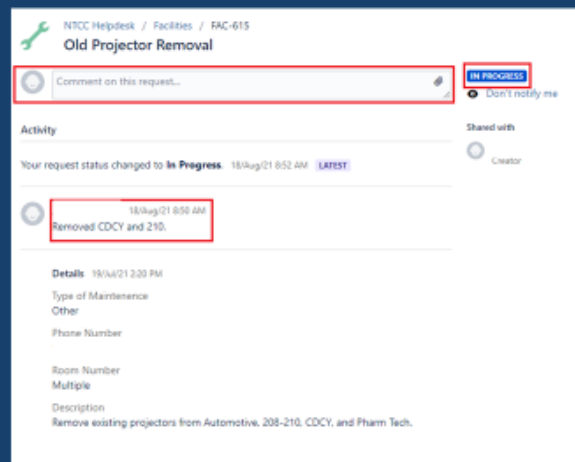
Open requests Created by me Any request type Search for requests

Type	Reference	Summary	Service project	Status	Requester
	IAC-615	Old Projector Removal	Facilities	IN PROGRESS	Karrie White

\* This section is used for tickets that need your approval, even if you do not have access to that helpdesk.

## RESPONDING ON YOUR TICKET

- In your ticket, you can see:
  - the status
  - comments by Helpdesk staff
  - make comments yourself.



## RESPONDING ON YOUR TICKET

- You can also locate your ticket through email.
- **Jira Helpdesk (Jira)** <helpdesk@northshorecollege.edu> is an example of what the email sender will look like.
- Clicking on the link in your email will bring you to your ticket.
- Anytime there is an update to your ticket an email will be sent out, unless you have changed your personal settings to not allow this.
- Do not respond to the ticket in the email. Go to the ticket to put in a comment.