

# ENTERING A MAINTENANCE WORK ORDER

Go to the District website [www.lgsd.k12.ca.us](http://www.lgsd.k12.ca.us) and click on the yellow Departments tab, choose Facilities and Maintenance, then click on “Submit a Maintenance Work Order” or go to <http://www.mytechdesk.org/log.php/lgsd/requestors>

Scroll down and login as a “Requestor” shown below

Your group name is lgsd

Your Username is your district user name (ex. tsmith)

Your password is 12345678 or the same password you use to submit a technology work order if you have already changed it

**Once you enter your password press ENTER**

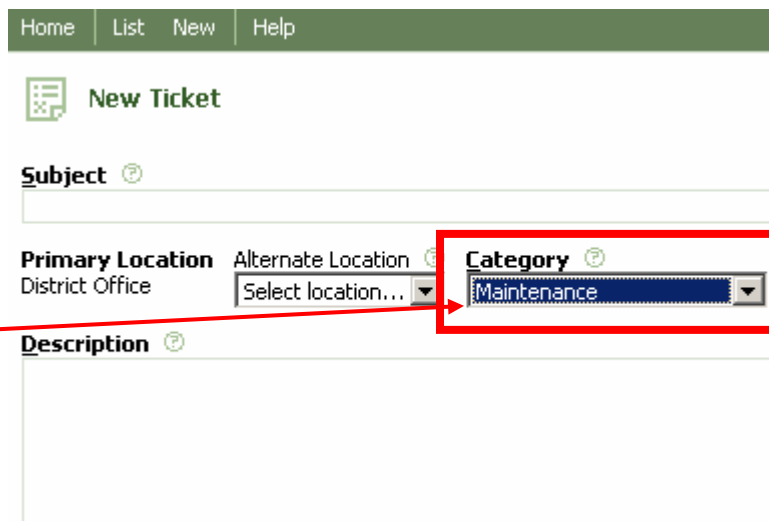
The screenshot shows the MyTechDesk login interface. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this is a 'Login' button with a computer icon. The main heading is 'Requestor Login', followed by the instruction 'Please enter your groupname, username and password to log in.' and a note 'All fields are required.' The 'Log in as' section has two radio buttons: 'Staff' and 'Requestor', with 'Requestor' selected and highlighted by a red box. Below this are three input fields: 'Groupname' with the value 'lgsd', 'Username' which is empty, and 'Password' which is empty. To the right of the password field are 'Login' and 'Cancel' buttons. At the bottom of the form is a checkbox for 'Remember groupname and username' which is unchecked. Below the form is a link for 'Forgot Your Password?' with a question mark icon. At the very bottom is the MyTechDesk logo and the text 'MyTechDesk SM'.

**CONTINUED BELOW**



To submit a new work order, click on “New” at the top of the screen, which is shown in the image to the left.

Be sure and choose “Maintenance” as your Category from the drop down, which is shown in the image to the right. Fill out the appropriate information in all boxes and click “Submit” when done.



Please contact Kathy Osborn at the Help Desk if you need further assistance at 619-825-5735 or [kosborn@lgsd.k12.ca.us](mailto:kosborn@lgsd.k12.ca.us)