



Online IT Request Tutorial

The following procedure is to be used to submit IT service requests to the Information Technology Dept.



1. To begin, go to the Marietta City Schools website:
www.mariettacityschools.k12.oh.us

Then click on “Information Technology”

2. On the next screen, click on “Submit a Service Request”



3. Log-in to your account:



4. On the final screen, fill out the online work request form. Be descriptive and include as much detail as possible. **Clearly state where the work is to be done in the building.**

If you leave the box checked in the lower left corner of the form and provide a valid email address, the system will automatically notify you via email as your request moves through the system. When you have completed the form, click on ‘Submit.’ Your request will be sent directly to the Information Technology Department.

