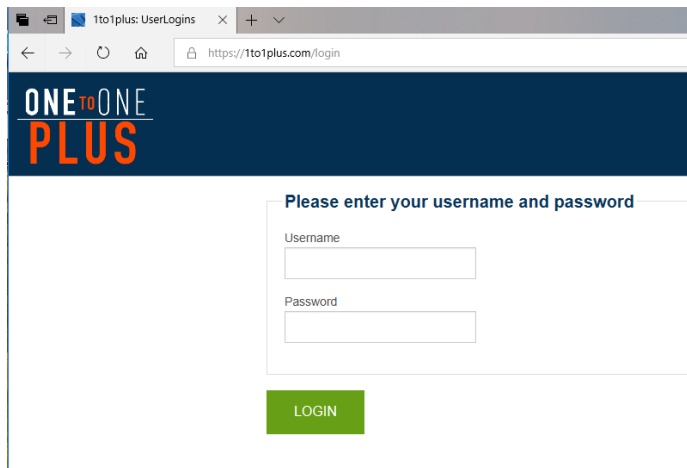


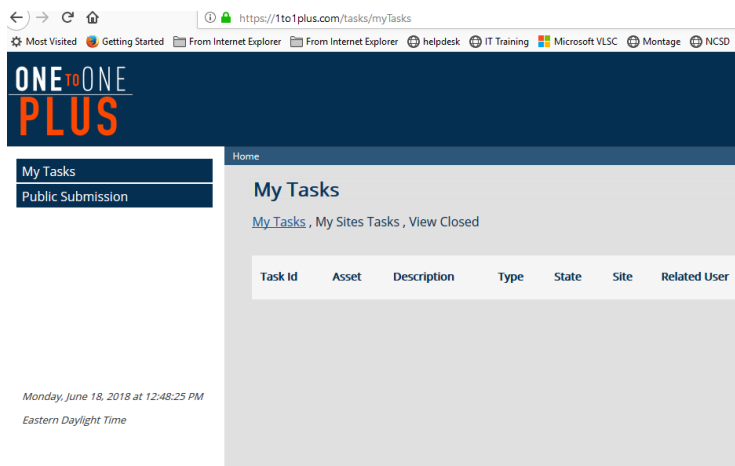
Got to <https://1to1plus.com/login>

Login using the same credentials you do to login to your computer.



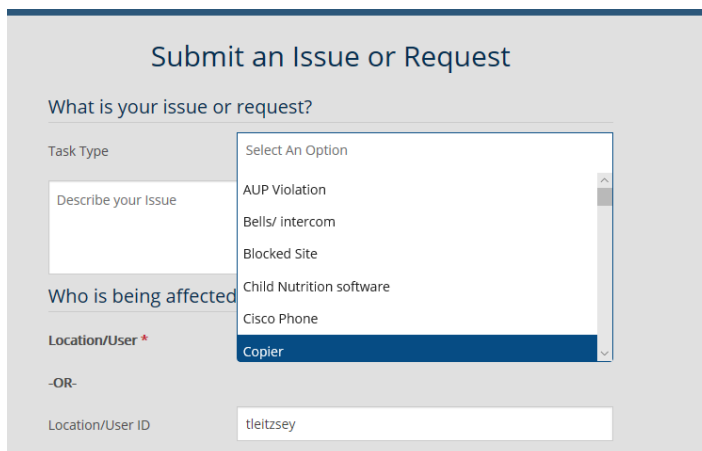
The screenshot shows a web browser window with the address bar displaying "https://1to1plus.com/login". The page features the "ONE to ONE PLUS" logo in the top left. Below the logo, there is a login form with the heading "Please enter your username and password". The form contains two input fields: "Username" and "Password". Below these fields is a green "LOGIN" button.

Click on Public Submission on the far left.



The screenshot shows the "My Tasks" page on 1to1plus.com. The page has a dark blue header with the "ONE to ONE PLUS" logo. On the left side, there is a sidebar with two buttons: "My Tasks" and "Public Submission". The main content area is titled "My Tasks" and includes a sub-header "My Tasks, My Sites Tasks, View Closed". Below this is a table with the following columns: "Task Id", "Asset", "Description", "Type", "State", "Site", and "Related User". The table is currently empty. At the bottom left of the page, there is a timestamp: "Monday, June 18, 2018 at 12:48:25 PM Eastern Daylight Time".

On the new screen, click on the Task Type drop down arrow and choose the option closest to what your issue is related to. It should pre-fill your location/User ID field.



The screenshot shows the "Submit an Issue or Request" form. The form has a title "Submit an Issue or Request" and a subtitle "What is your issue or request?". There are three main sections: "Task Type", "Who is being affected", and "Location/User ID". The "Task Type" section has a dropdown menu with the following options: "Select An Option", "AUP Violation", "Bells/ intercom", "Blocked Site", "Child Nutrition software", "Cisco Phone", and "Copier". The "Who is being affected" section has a text input field labeled "Describe your Issue". The "Location/User ID" section has a text input field labeled "Location/User ID" with the value "tleitzey".

In the Describe your issue text box, type in any information related to your problem. Please be as descriptive as possible.

The Asset ID/SN box should pre-fill as well. If it does not or your issue is not related to your laptop/computer (such as a laptop cart, phone, smartboard, printer, etc.), please type what device is having the issue in the Alternate Asset ID box. Click the dropdown arrow by Asset Type box and click on the appropriate device type.

What asset does this affect?

Asset ID/SN *

Notice: No assets were found assigned to or held by the User or Location.

-OR-

Alternate Asset ID

Asset Type *

The site should pre-fill. Please input your room number. In the “who should be notified on update?” box, type in the email addresses of anyone you would like notified. You will automatically be notified since you are putting in the work order. Once that is done, click Submit. The work order will automatically be directed to your school technician.

Where is this occurring?

Site *

Room #

Who should be notified on update?

Email Addresses

Attachment