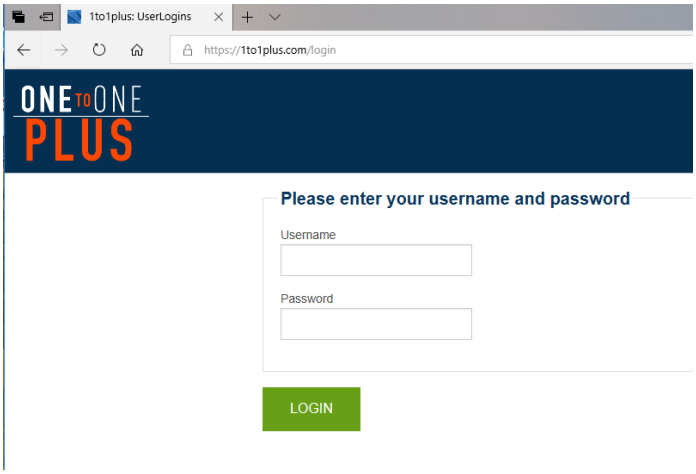
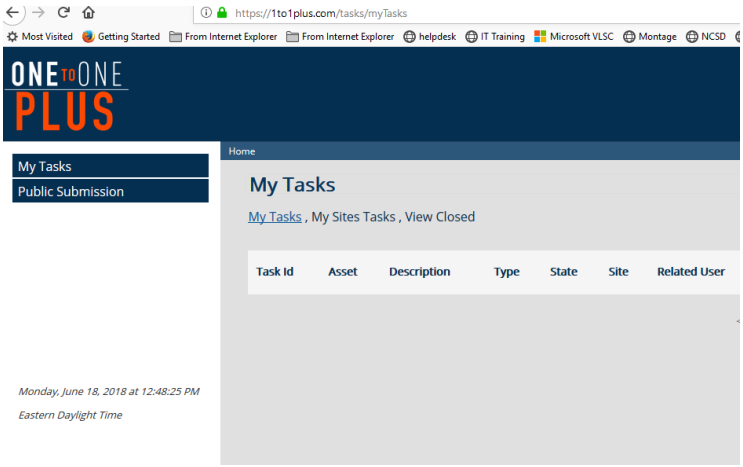
Got to Https://1to1plus.com/login

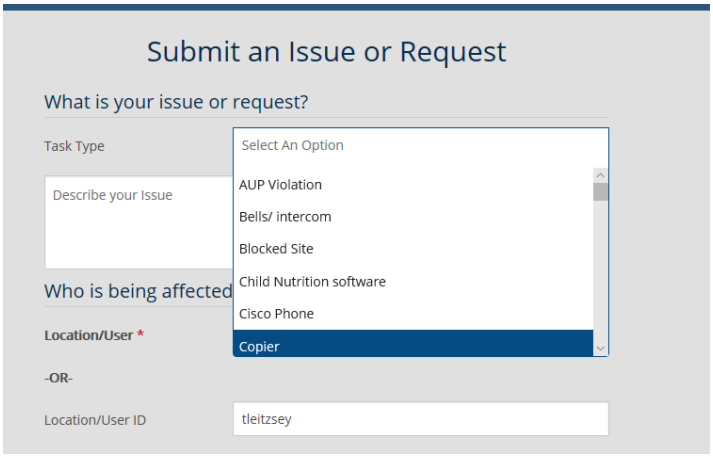
Login using the same credentials you do to login to your computer.



Click on Public Submission on the far left.

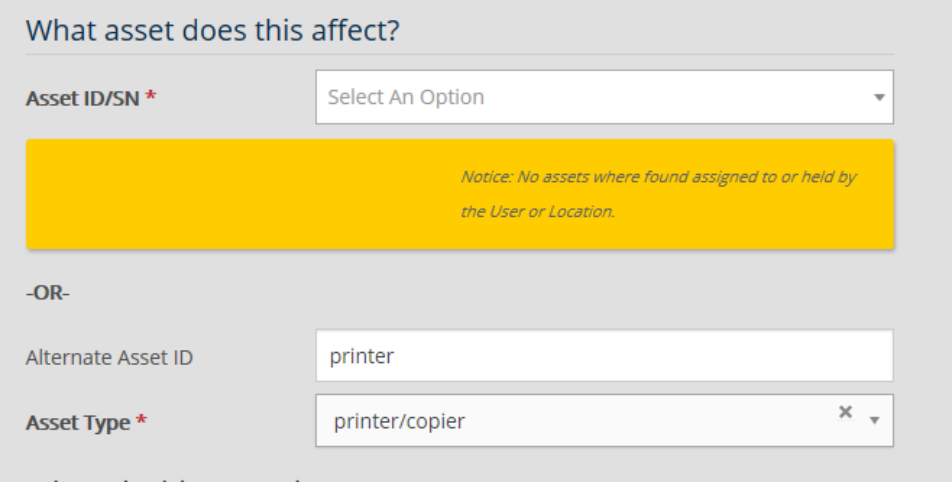
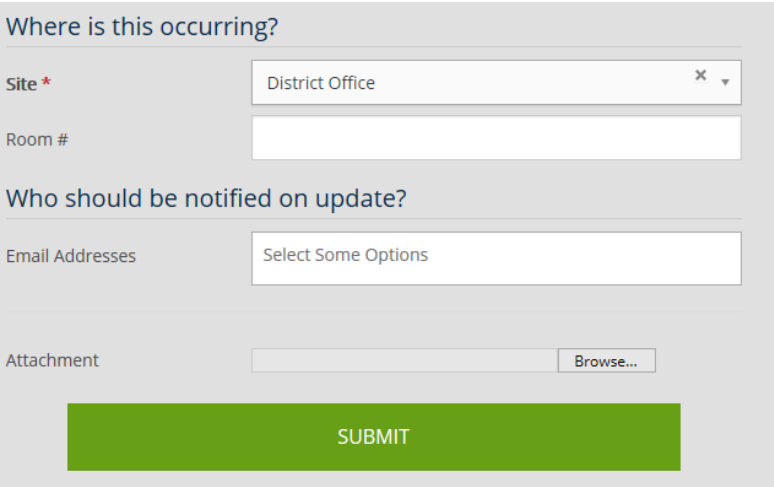


On the new screen, click on the Task Type drop down arrow and choose the option closest to what your issue is related to. It should pre-fill your location/User ID field.



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.



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.