

# ITDirect Technology Work Request Documentation for Building Tech

- 1) Log in to **ITDirect** at:  
<http://www01.schoolde.com/toolbox/mydtit/itdefault.asp>
- 2) Use your email address for **Login Name**. Kevin will have given you the password. Once logged in, you should go to **MySettings** tab and change your password. (This is located toward the bottom of the **My Settings** page.)
- 3) Once you have completed changing your password, click on the **Home** Tab and you can either click on the pie chart “green” where it says **Work in Progress** or scroll down to the bottom of the page and look at any jobs you have. (Or click on the piece of the pie for New Requests.) Your pie chart will reflect Complete, Work in progress, New Request, Forward, etc.
- 4) By clicking on the **Work in Progress** (or any other piece of the pie) it will tell you what is happening with the work requests you may have forwarded to one of us at the Tech Department. (See podcast if you wish to know more about doing this, although it’s fairly self-explanatory.)
- 5) **If the work request is something you feel you cannot handle, forward to the appropriate person in the Tech Department.** If you wish, you can select the **Work Group called Tech Department**, which will send the work request to all four of us.
- 6) When you have completed a job, enter the date it was completed in the appropriate area. Unless you wish to go back and do something with it, we are thinking it should be marked **Closed** instead of **Complete**.
- 6) Feel free to play around. It’s the only way to learn.

Check out the podcast on <http://dsdk12.net/~nspoolman>, under **ITDirect Work Requests, How-To**. The instructions for teachers are also there.