

## How to get added?

In the past, we have asked people to log jobs for themselves, but some have called and logged for more than one person, sometimes causing great confusion and wasting our time wondering why we can't add a person, only to find out later that the person relaying the message gave us the wrong number.

So, to make this **more clearer** and less painful, please do the following:

- Log one job per person in our [Helpdesk](#).
- Submit your **valid E number** that you log onto the computers with within the school
- Select the locations of the **Scanner/Copier** and what **site** (**don't be greedy, 2 at the most, or 2 on each site if you work across sites**). My suggestions would be, one at Admin, one in the area you work in.

If you have submitted your email address with your logged job, we will send an email back to you as soon as the job is completed.

It's that easy, well your part is anyway.

Do not phone, IT staff have very short memories and are bound to forget (now what was I going to do with this email).

Thanks  
IT Support