

## ASaP Training

ASaP (Asset Support and Procurement) has been designed to improve our asset management, procurement, and support experiences by providing us with a centralized web-based system to address and monitor these activities.

The teachers and staff will be using the support feature and job ticket tracking feature. When you have a technology problem you will be able to submit it right into the ASaP program. Just follow these simple steps:

Open- Internet Explorer and go to the ISD742.org home page.

Find- "StaffNET" and Click

Find- "Tools" (Move the cursor over the word "Tools" to open the pull down screen)

Find- "ASaP" and Click

Find- "Login" and click

Put in your user name and password. Click- "Submit"

Find- "Support" and click

Find- "New Ticket" and click

Find- "Room Type" Choose appropriate title.

Find- "Room/Extension" Fill in the room # where the tech problem exists.

Find- "Escalate" Click on the escalate box so it is checked.

Find- "New Note" Type in a detailed message describing the problem. Identify what program you are trying to work with. If it's an error message, copy that message and include it in the new note section. Try to share any information that you think maybe helpful in solving the problem.

Find the "Submit" button Click submit. You are Finished!

Do not make any changes to the following buttons: "State" or "Job Type".