How to Request IT Help
A guidance for submitting a work request in ServiceNow

1. Go to the ithelp.unt.edu and log in with your EUID and password

2. Under Self Service site, click on Get Help
3. In the next step, click on **Report an Issue**

![Report an Issue button](image)

4. Provide the required information, description of the problem, **your office room number**, and your phone number.

![Issue report form](image)

5. Click Submit
6. Your request has been successfully submitted! You will receive a confirmation email immediately.