ATC WEBSITE/SHAREPOINT REQUESTS

Step-by-step Procedure For Submitting Requests:

Where to go to make a Website Change or Update Service Request

1. Login to Fresh Service by clicking this link https://itsm.atlantatech.edu/
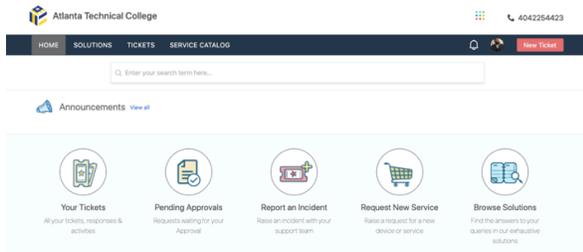
2. Navigate to the "Request New Service" and click on the cart

3. On the Service Catalog page, scroll down to "Website Content Update" and click the "Request Now" red button
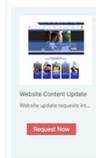
4. After clicking the red button, you should now be on the "Website Content Update" form
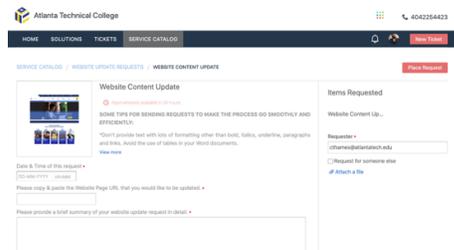
5. To the right of the web form, there is an option to attach a file such as a screenshot or document which might help expedite your request
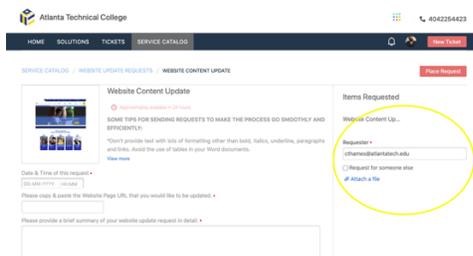
6. Once you have completely filled out the form, click the "Place Request" button in the top right of the page