

4 Steps to the Web Team

- 1) Navigate to the URL address (<http://it.la.psu.edu/>)
- 2) Click on the **Websites** box at the bottom of the grid

For more focused support, submit a ticket under one of our service categories:

PSU Accounts Guest Accounts	Audio/Video and Conferencing Support Video Conferencing, Zoom, PolyCom, AV Training	Custom Application Development Application development, enhancement, maintenance, and updates
Desktop and Printer Support Desktop/laptop and printer issues, Loaner laptops	Data Management and Storage Data storage, Encryption, Compliance, Retention, Security	Wired Network Activation Activate a network jack, Network troubleshooting
On-boarding/Off-boarding Liberal Arts Faculty and Staff On/Off boarding	Software Software Installs and Troubleshooting	Technology Procurement Computer, Printer, and Software purchases
Websites Website Development and Content Updates		

- 3) Click the Log-in button and sign in with your **PSU credentials**
- 4) Fill out the form with the requisite information and click **Order Now**

Don't forget to include the URL addresses of the webpages that we will be working on. Not including the URL address of where the work is going to take place could affect our ability to help you in a timely fashion. In which case we will reply by asking you for the URL address and wait until your response, or pending our workload, attempt to find the webpage with which your request is being made.

Thanks!