



## North Tippah School District - Technology Department

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To: Teachers and Staff

From: Nick Hopper

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Subject: New method of submitting technology work orders

There will be a new method of submitting technology work orders during the upcoming school year. I am implementing the new method to ensure I am able to keep up with records more efficiently and so that you have more access to submitting forms. Also, take note that I will be on each campus at different days this year (Walnut:Tuesday, Chalybeate:Wednesday, Falkner:Thursday). You will need to be able to sign in to your school email account in order to submit a work order.

To submit a technology work order:

1. Visit your school's website
2. Click on the "Staff Resources" link
3. Click on the "Technology Work Order" link
4. If prompted, sign in with your school email account information
5. Input information onto electronic form
6. Click "Submit"

Work orders will be automatically generated from the responses you give on the form. Technology work orders will be completed in the order they are submitted unless a high priority is requested on the form.