How to Create a Help Desk Ticket

1. Go to Colby School District's main webpage. URL: https://colby.k12.wi.us
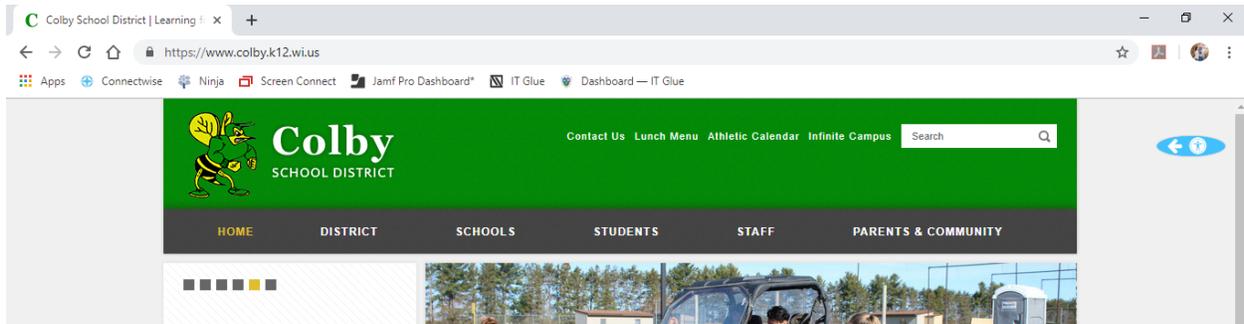
2. Hover over STAFF.
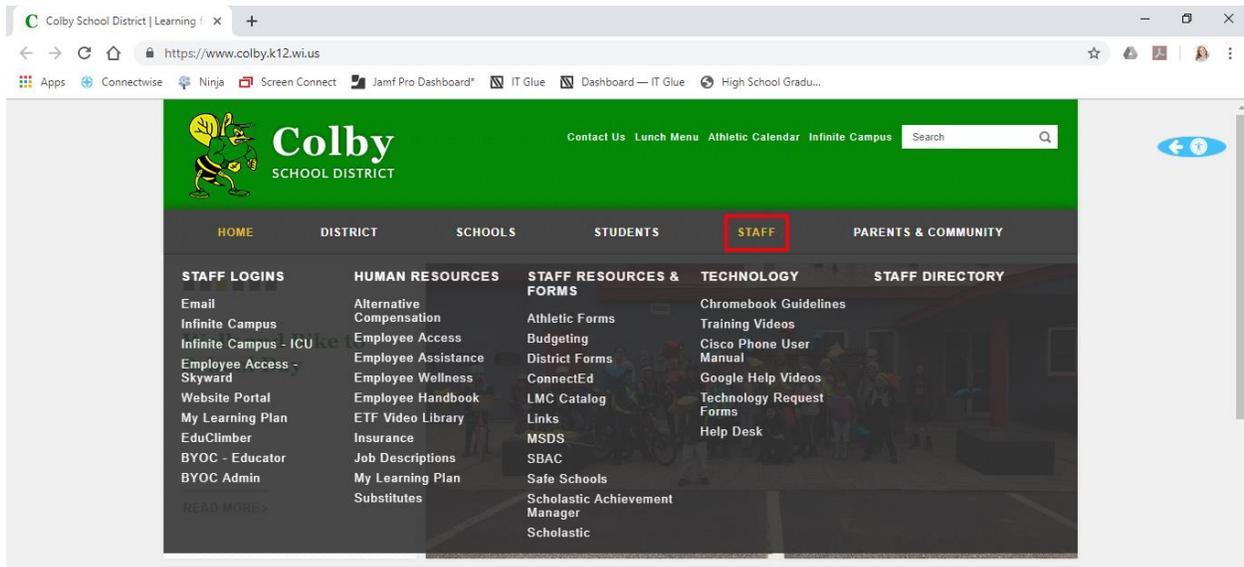
3. Click Help Desk.
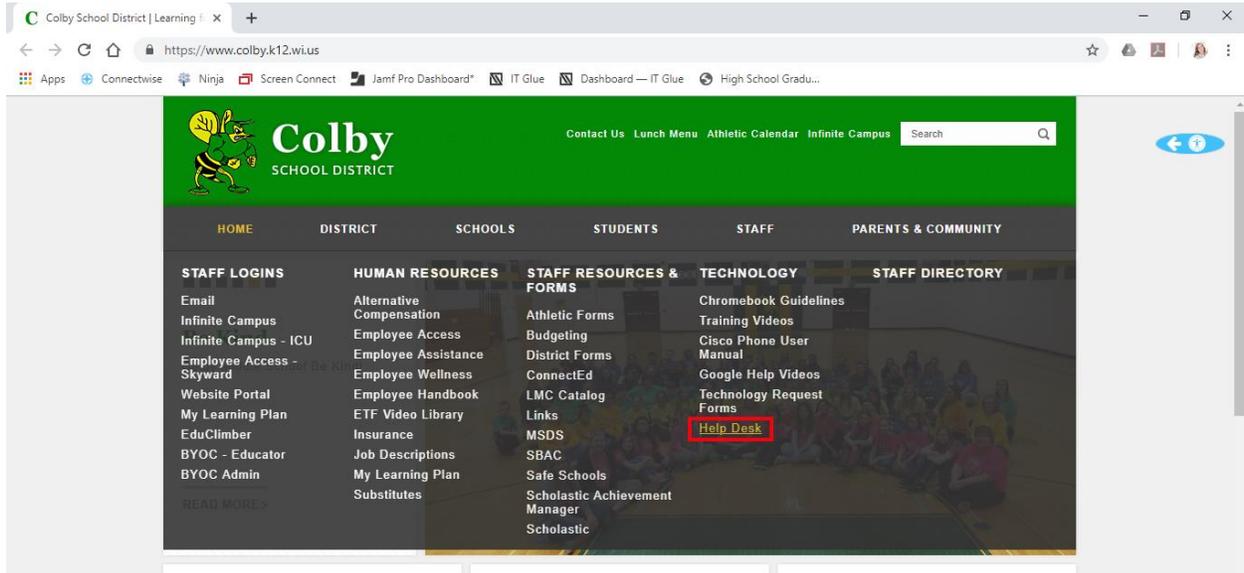
4. Sign in with your Colby email address. It will not ask you to sign in every time.
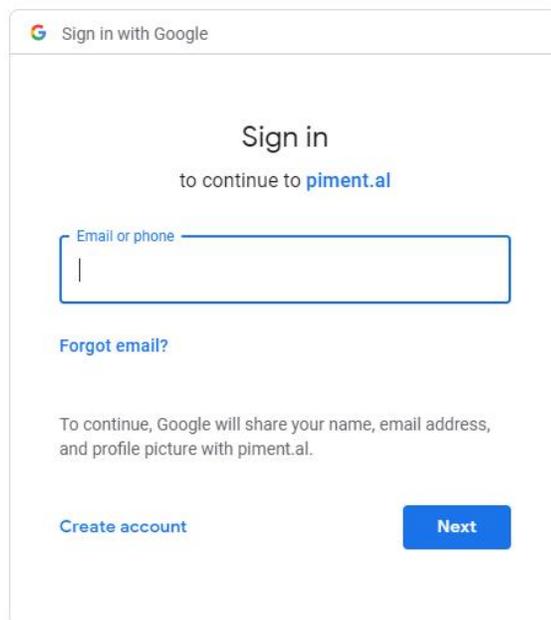
5. Create your help desk ticket. Be sure to hit the Submit button in blue.

Create a helpdesk ticket for Colby School District

Alexis, if this is an emergency please call us immediately at **(715) 598-3802**.

Summary	Library printer low on ink
Detailed description	The HP printer in the library is low on black ink.
Extension	1234
Location	High School ▾
Room	125A

Submit

6. IF the ticket portal does **NOT** work then you can email colbysupport@chestnutconsulting.com to create a ticket.