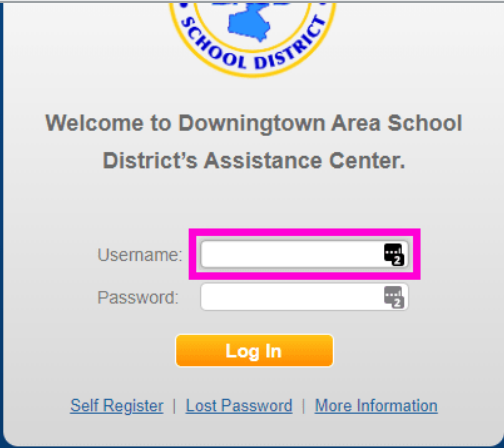
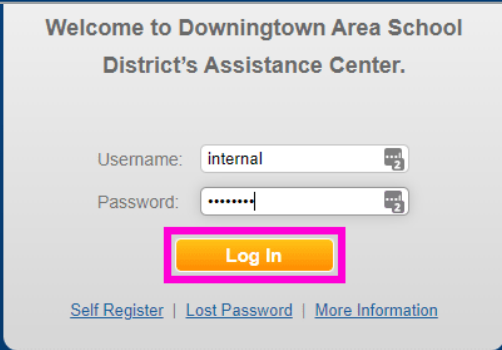





How to enter a Technology Request via assistme.dasd.org Portal

<p>1</p> <p>The first step is to go to https://assistme.dasd.org/.</p>	 <p>Welcome to Downingtown Area School District's Assistance Center.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Log In</p> <p>Self Register Lost Password More Information</p>
<p>2</p> <p>If you are DASD staff or student, enter your district network username and password. If you are a parent visiting for the first time, please select Self Register to create an account. Click Log In.</p>	 <p>Welcome to Downingtown Area School District's Assistance Center.</p> <p>Username: <input type="text" value="internal"/></p> <p>Password: <input type="password" value="....."/></p> <p>Log In</p> <p>Self Register Lost Password More Information</p>
<p>3</p> <p>Click New Technology Request.</p>	 <p>Assistance Center</p> <p>Technology Requests</p> <p>New Technology Request</p> <p>My Technology Requests</p>



How to enter a Technology Request via assistme.dasd.org Portal

<p>4</p> <p>Select the service category that best describes your problem. We ask that you please submit one request per issue that you are having. If you are submitting for a student, one request per student. This helps us to get your ticket to the right team.</p>	<h3>Submit a Technology Request</h3> <p>Technology Request</p> <p>Save Cancel Details <></p> <p>Collapse All</p> <p>ID 247473</p> <p>*Service Category <input type="text"/> *Service</p> <p>*Summary</p> <p>Description</p> <p>Account Management Applications</p>
<p>5</p> <p>Select the service within the category that best describes your problem. If you're not sure, there's usually a general request option within each service category.</p>	<p>*Service <input type="text"/></p> <p>Battery Broken Component</p>
<p>6</p> <p>Enter a brief summary of your problem.</p>	<p>request</p> <p>Details <></p> <p>247473</p> <p>Laptop *Service</p> <p><input type="text"/></p> <p>Information</p> <p><input type="text"/></p> <p>Edit HTML plain text</p> <p>me <input type="text"/> School Room <input type="text"/></p>



How to enter a Technology Request via assistme.dasd.org Portal

<p>7</p> <p>Then, enter a detailed description of the problem. Please include any steps you may have taken to troubleshoot or try to resolve the problem.</p>	
<p>8</p> <p>Select your school or building name and room number. If you are submitting this for a student, please select the school that the student attends. This is very important so that we can provide assistance as quickly as possible.</p>	
<p>9</p> <p>Be sure to remember to submit your ticket by clicking Save.</p>	



How to enter a Technology Request via assistme.dasd.org Portal

10 You can also check on the status of tickets that you have already submitted by clicking **My Technology Requests**.

11 Click on the ticket ID number of the request you wish to view.

12 You can see any notes that have been entered by Technology Department staff and add your own notes to respond to questions they might have.

Technology Requests

New Technology Request
My Technology Requests

My Technology Requests

Technology Requests: Ticket Requested by Me

Status: 14 record(s) found, 2 page(s) [Click for details...](#)

Page: [Page 1] [Next](#) [Last](#) Go to page Go

<input type="checkbox"/>	Edit	ID ↓	Summary	Status
<input type="checkbox"/>		247473	Sometimes my trackpad doesn't work	Open
<input type="checkbox"/>		246965	Keyboard not working properly	Resolved - A
<input type="checkbox"/>		244694	New iPad needed to new student	Resolved - A
<input type="checkbox"/>		244684	Need toner	Resolved - A
<input type="checkbox"/>		244683	Morning announcements	Resolved - A
<input type="checkbox"/>		244682	Phone not working	Resolved - A
<input type="checkbox"/>		244679	Cannot see morning announcements	Resolved - A

Collapse All

ID 247473 Status

*Service Category Laptop *Service

*Summary

Notes **Edit**

Notes in this field gets copied to "all notes" every time you save the record.

Description My trackpad works intermittently.


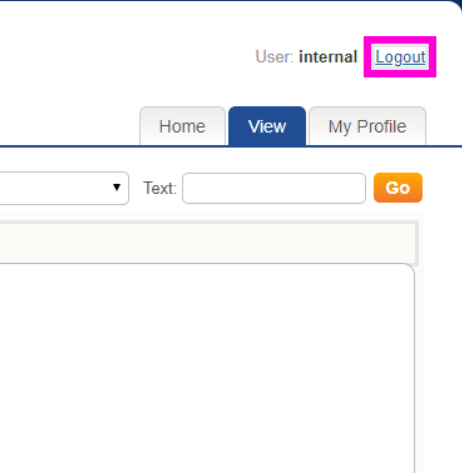

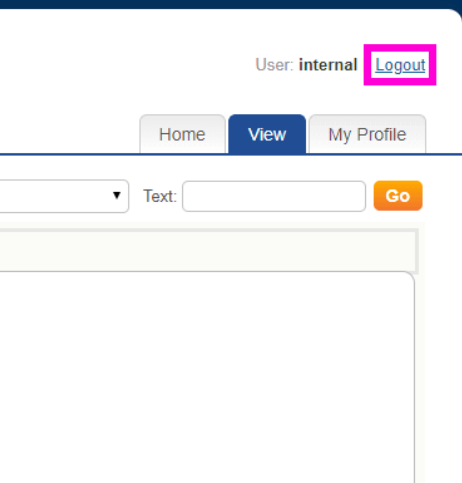
*School Building Name Trestle Place School Room

Submitter Name Staff Tester

Submitter Email ewemtestuser6@gmail.com



How to enter a Technology Request via assistme.dasd.org Portal

<p>13</p> <p> When you're done, click Logout.</p>	 <p>The screenshot shows the top right corner of the portal. It includes the text 'User: internal' followed by a pink-outlined 'Logout' button. Below this are three navigation buttons: 'Home', 'View' (which is highlighted in blue), and 'My Profile'. Underneath the navigation buttons is a search bar with a dropdown arrow, the text 'Text:', an input field, and an orange 'Go' button.</p>
<p>14</p> <p> That's it. You're done.</p>	 <p>This screenshot is identical to the one in step 13, showing the 'Logout' button highlighted in pink and the 'View' navigation button highlighted in blue.</p>