How to use the new Physics Ticketing System (University of Houston)

- 1.) Visit <u>http://tickets.phys.uh.edu</u>
- 2.) Click on Submit a ticket:

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← → C ① à tickets.phys.uh.edu				
	UH Department of Physics			
	URENSIM Physics Tacketing System > UREDepartment of Physics			
	Hello, how can we help?			
	Solution to a tablet More a solution of the solution			
	Ge to Administration Panel			

3.) Select the drop down and pick the category that you need assistance with and click "Click to Continue"

W	What can we help you with?		
	General		
	Scholarship Grant		
	Shipping Request		
	Travel Request / Domestics		
	Travel Request / International		
	General		

- 4.) Fill in your Ticket details:
 - a. ****Important**:** Be sure to input your email address correctly, you will need this to access your ticket in the future.
 - b. Attach any files that you may need.
 - c. Fill in the SPAM Prevention before attempting to submit.

Submit a Support Request Register Entities are marked with*
Name:* Ray All
Email: * mai5@uh.edu
Priority:* 🗮 Low 🛩
Phone Number:*
7137437086
Subject: *
This is a Test Ticket
Attachments: Drag files here or click the YAdd File' button below to select files to upload. Add file
File upload limits
SPAM Prevention
Submit Tricket

5.) Click Submit Ticket

- a. The next screen will appear upon successful ticket creation. <u>Note</u>: The Ticket ID is <u>required</u> if you need to access the ticket.
- b. You will receive a confirmation email with ticket information also.

Ticket submitted Your ticket has been successfully submitted! Ticket ID 8NL-GU1-	
No confirmation email? We sent a confirmation message to your email address. If you do not receive it within a few minutes, please check your Junk, Bulk or Spam folders. Ma message as Not SPAM to avoid problems receiving our correspondence in the future.	rk the
View your ticket	

How to view your ticket(s):

- 1.) Visit <u>http://tickets.phys.uh.edu</u>
- 2.) Click on "View existing tickets"

← → C û 🔒 tickets.phys.uh.edu		
	UH Department of Physics	
	UH NSM Physics Ticketing System > UH Department of Physics	
	Hello, how can we help?	
	Submit a ticket Submit a new issue to a department View existing tickets View tickets you submitted in the past	
	Gie to Administration Panel	

- 3.) Input your Ticket tracking ID and associated Email Address (used in ticket creation):
- 4.) Click on "View ticket"

View existing ticket	
Ticket tracking ID* 8NL-GU1-	
Email * rali5@uh.edu	
Remember my email address	
View ticket	
Forgot tracking ID?	
	_

5.) You will then see your ticket details and can respond accordingly.

Thank you for using the UH Physics Ticket System 🙂