MyIT Ticketing Instructions

1. First open shortcut called MyIT on your Desktop
2. Then Select End-Point Computing

3. Next select End-Point Support (Desktops, Mobile Devices etc.)
4. Next Select either (Personally-Owned Computer and Device Support) or (UF-Owned Computer and Device Support) depending on whether your device is UF-Owned or Personal.

5. Enter the Information required on the next screen and click Submit. If you are submitting the Ticket for someone else, select the **Yes** option at the bottom of the Page and input their information and then click Submit.
Only needed if entering the ticket in someone else's behalf

Please fill out the following information so that we can better assist you. Fields marked with an asterisk (*) are required for submission.

Describe the issue or request you have: *

Building Number/Room Number *

Attachments that will help us help you:

We'll be sending emails to the main email address, but what's the best number for us to reach you at?

Are you submitting on behalf of, or involving, another user? *

* Yes  ○ No

Name *

G Suite Link *

Phone *

Email *

Submit >