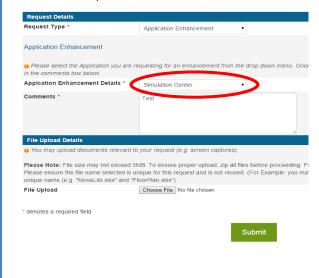


Submitting a ticket to NYSIM IT

- 1. To request new services such as:
- SimulationiQ Requests such as:
 - Video Access
 - Add new users
 - Help with Blueprinting
- General New User.
- Laptop requests.
- Video Access request.
- Access requests to any NYSIM related applications such as listserv, Google Calender, etc.

Go to http://servicecatalog.nyumc.org/pages/Application-Access-or-Enhancement.aspx

- 2. Login using your Kerberos ID and Password
- 3. Under Request Type: Select 'Application Enhancement'
- 3. Under Application Access Details: 'Simulation Center'
- 3. Comments: Request details.

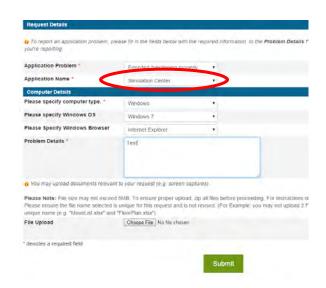


6. Click "Submit" once you've finished.

- 1. To report a problem such as:
 - EMS system related issues.
 - Computer or A/V related issues.

Go to http://servicecatalog.nyumc.org/pages/Application-problems.aspx

- 2. Login using your Kerberos ID and Password
- Select the appropriate "Application Problem" from the drop down —> Select 'Simulation Center' from "Application Name".



4. Fill out the other required fields with the asterisk and click "Submit" when finished.

Please email nysimlT@nyumc.org if you have any questions.