

Instructions for Track_IT

1. Go to www.north-ok.edu
2. Go to the section called “IT Services”.
3. Click on the link “Track_IT!”
4. Enter your email address: joe.doe@north-ok.edu
5. Enter your password.
6. On the Welcome page that appears, under “Manage your Work Order Request”, click on the link “add a new Work Order”
7. A “Work Order Request” form will appear.
8. On this form enter information in all of the boxes that do not have a drop down list. If a drop down list exists, use the drop down list to enter the information.
9. If you have an attachment, enter the filename.
10. Click “Submit”
11. At this point, you can click “Sign Out” or “Back to your Work Orders” to view all of your work orders.