

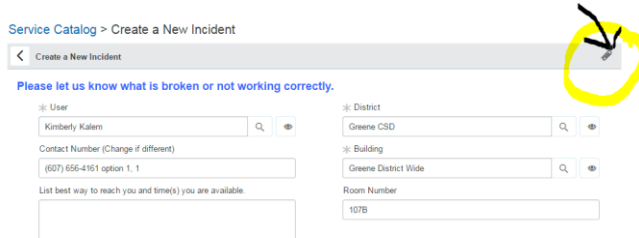
# Greene CSD – iPad App Request Directions

Please complete the request form and forward it to your Administrator for review. Next you will need to create a Service Now Ticket and attach your signed request form.

## **iPad App Request Process**

1. Research app
2. Fill out form
3. Send to Administrator for approval/signature
4. Once approved-Create ticket and attach the form to the *Services Now Ticket*.  
Look for the paperclip at the top right corner to upload the form as an attachment. Complete the ticket. You may want to cut and paste your information from your request form.

## **Service Now Ticket**



Service Catalog > Create a New Incident

< Create a New Incident

Please let us know what is broken or not working correctly.

\* User  
Kimberly Kalem

Contact Number (Change if different)  
(607) 656-4161 option 1, 1

List best way to reach you and time(s) you are available.

\* District  
Greene CSD

\* Building  
Greene District Wide

Room Number  
107B

---

## **Example**

**Your Name:** Kim Kalem

**Title and maker of APP Request:** Calculator # by Incpt.Mobis

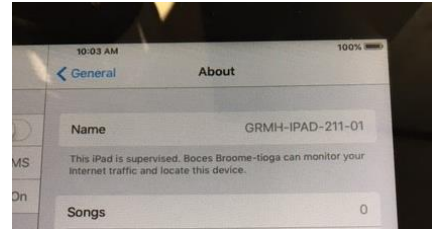
**App URL:** <https://itunes.apple.com/us/app/calculator/id458535080?mt=8>  
(In search engine type title of app with the word iTunes)

**Type of App:** Free\_\_X\_\_ Cost\_\_\_\_\_ # of apps\_\_20\_\_

**iPad name (Settings < General < About < Name):** GRMH-IPAD-211-01

\* Remember to find the device name in Settings under *About*.

\*\* Please be specific so the apps are assigned to the correct iPads\*\*



Signature of Administrator: \_\_\_\_\_

Please submit as an attachment to a Service Now Ticket for processing.