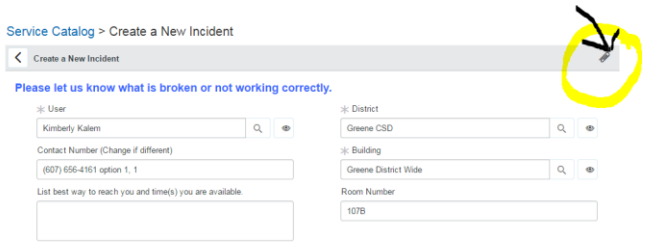
Greene CSD – iPad App Request Directions

Please complete the *Free iPad App request Form* or the *Paid iPad 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. You only need an administrator signature for paid apps.

iPad App Request Process

1. Research app
2. Fill out form
3. Send to Administrator for approval/signature (ONLY for paid apps)
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



Example

Your Name: Kim Kalem

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

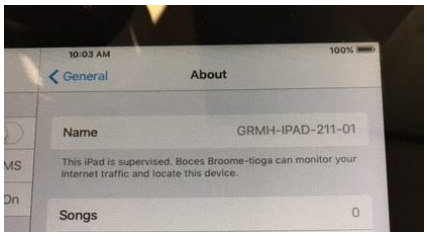
App URL: https://itunes.apple.com/us/app/calculator/id458535080?mt=8

(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.