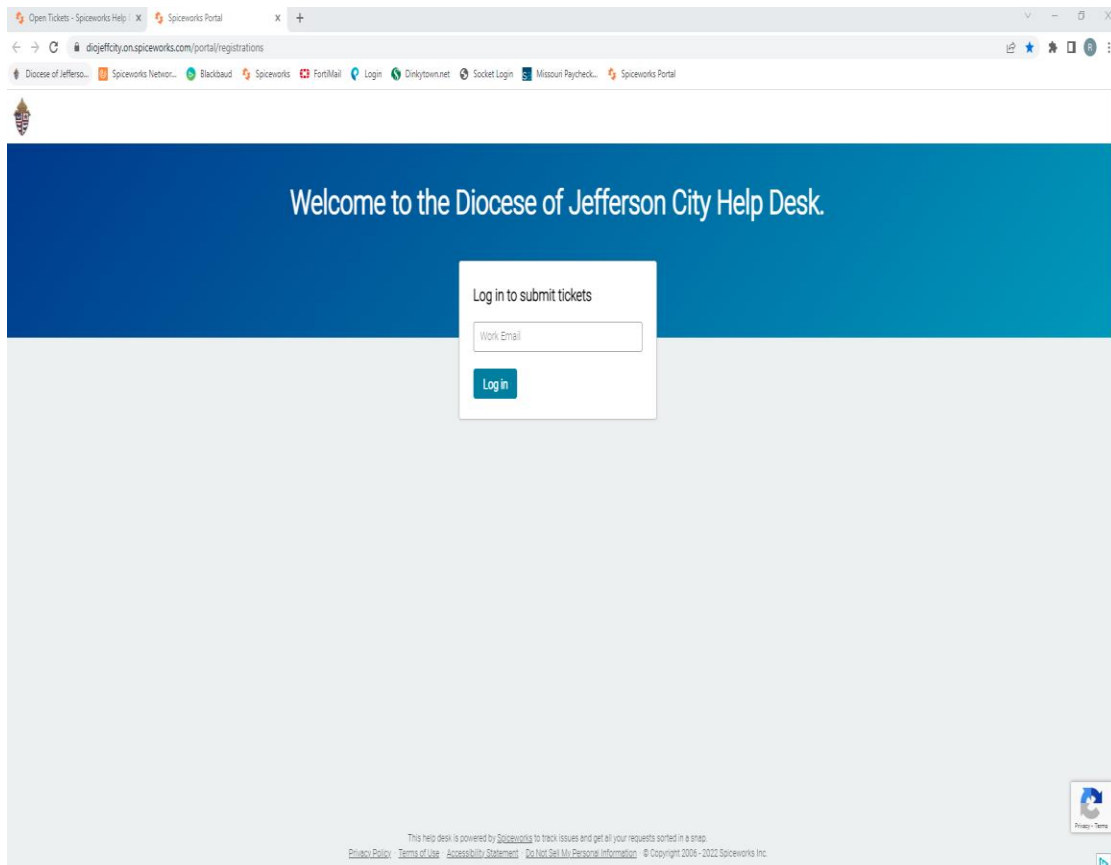


# Diocese of Jefferson City Internal Ticketing System

Step 1: go to

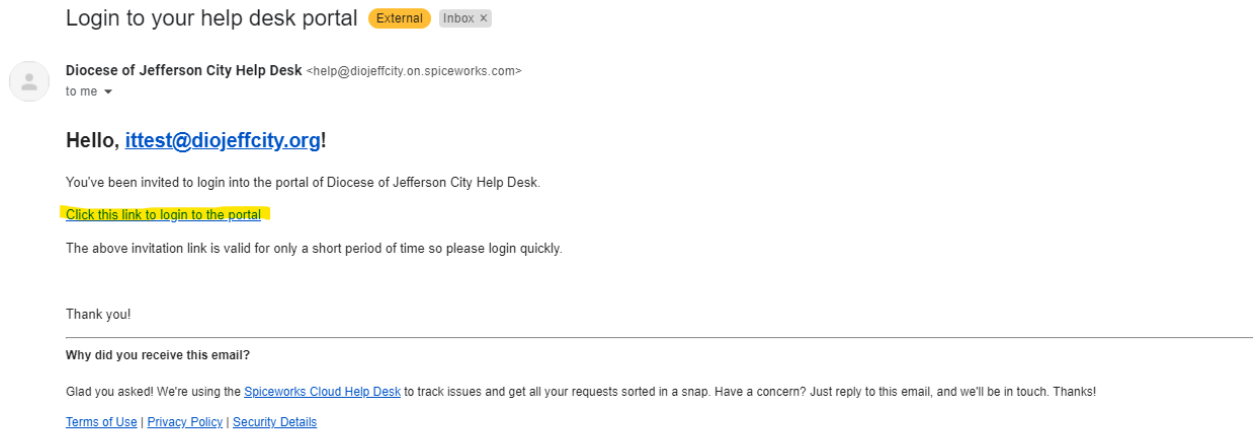
<https://diojeffcity.on.spiceworks.com/portal/registrations>



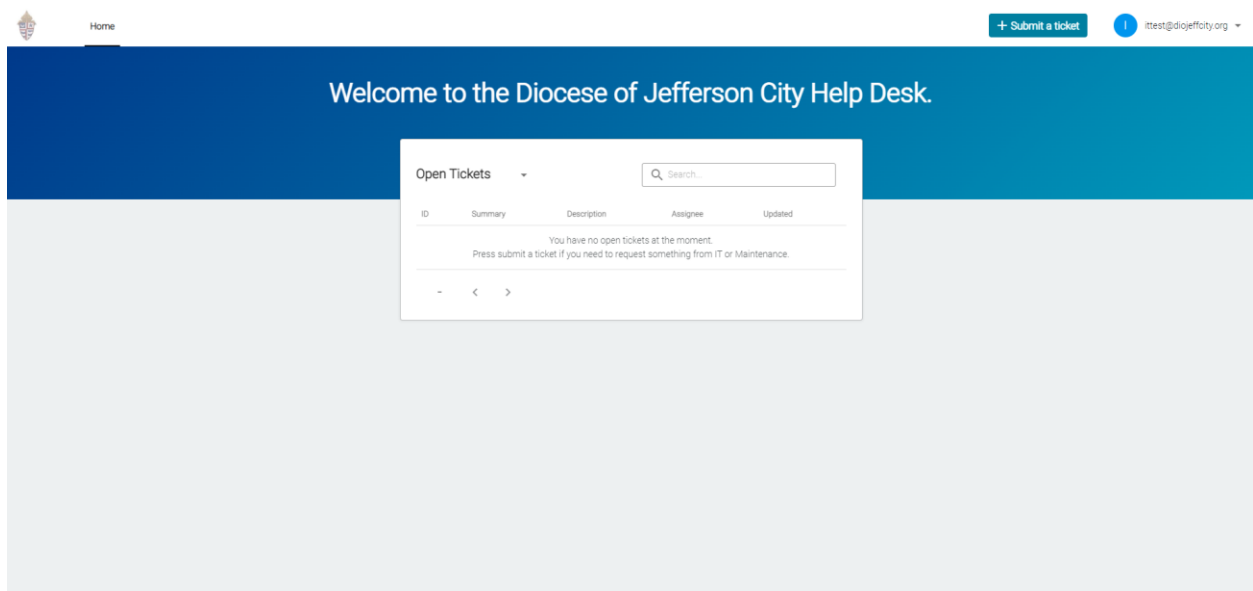
Step 2: Enter your Dioceses email address. Sample:

[rriley@diojeffcity.org](mailto:rriley@diojeffcity.org). Click Log In.

Step 3: A link will be sent to your email. Click on the highlighted link.



This will take you to the Ticket screen below.



Step 4: Please add this web address to your favorites in your browser (Google Chrome, Microsoft Edge, etc.) This way you will be able to log back in to the Help Desk to review your open tickets and add new ones.