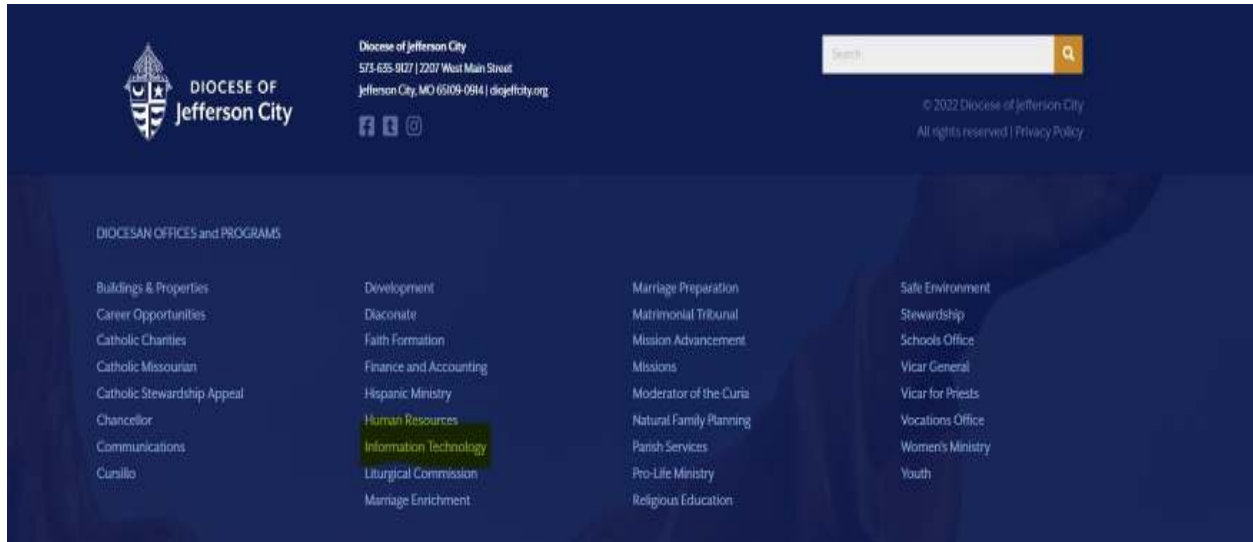


Diocese of Jefferson City Internal Ticketing System

Step 1: go to <https://diojeffcity.org/>

Go to bottom of page Click on Information Technology
(Highlighted in Yellow)



Step 2: Under Need IT Assistance? Click on “this link”
(highlighted in yellow)



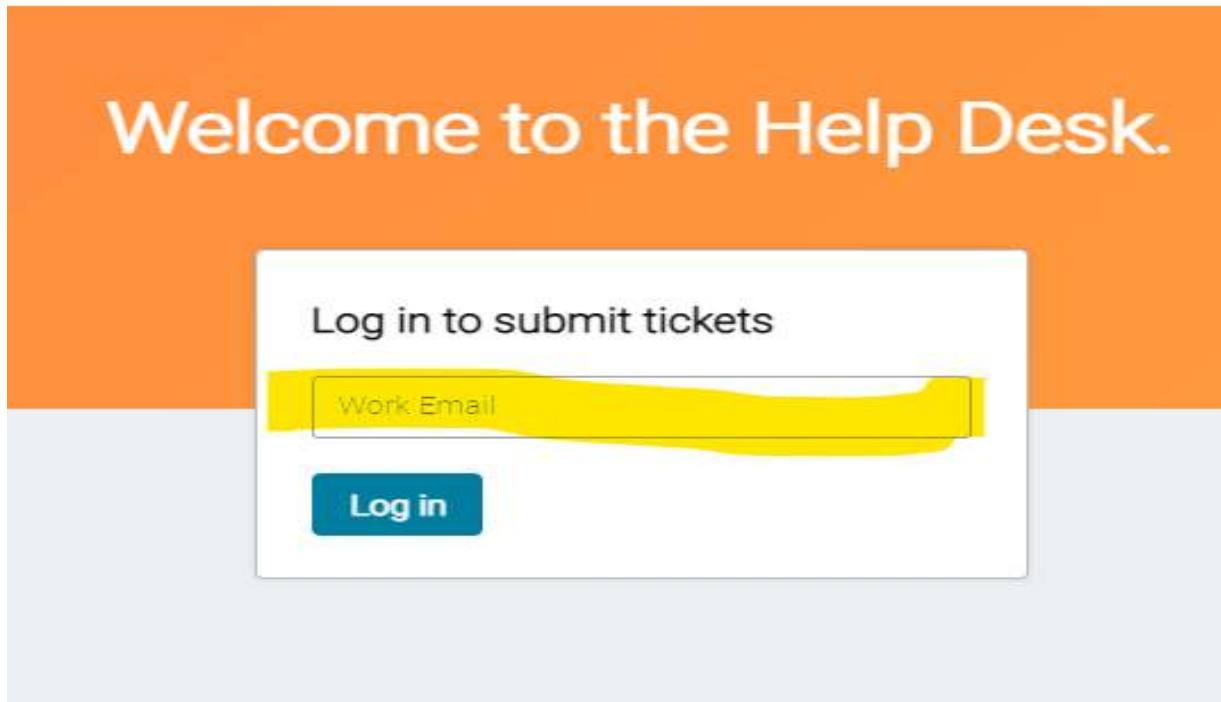
Click [this link](#) to visit our Help Desk application and submit a ticket for IT assistance with our department.

Click the link below for instructions on how to use the Help Desk:

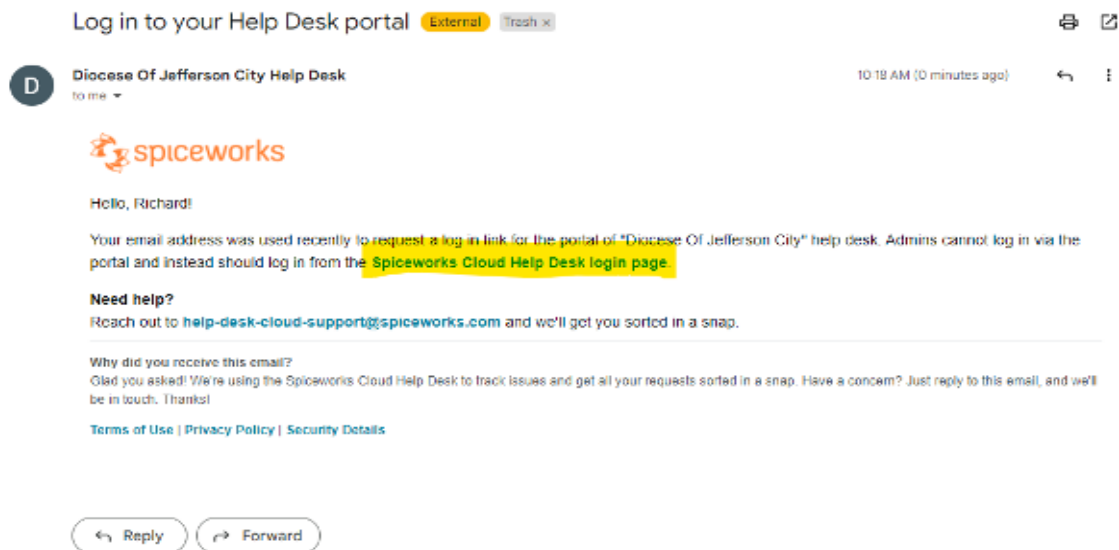
[Instructions - Help Desk](#)

Step 3: Enter your Diocesans email address.

Sample: rriley@diojeffcity.org. Click “Log In”.



Step 4: A link will be sent to your email. Click on the highlighted link.



Step 5: This will take you to the Ticket screen below. To add a ticket, click on “+Submit a ticket”.



Step 5: 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.

Please contact Richard Riley if you have any questions.

Thank you,

Information Technology Department