OIT Ticket Request: New SmartTag/Cost Center/Fund ID

How to create an OIT ticket to request a New SmartTag, **Cost Center, or Fund ID:**

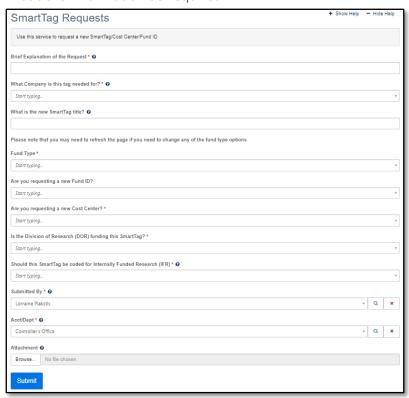
- 1. Visit the OIT Help Desk Website at: https://helpdesk.fau.edu/TDClient/2061/Portal/Home/
- 2. Type **SmartTag Requests** in the search bar and click the Search icon.



3. Click on Submit a Request.



4. Fill out the information as required.



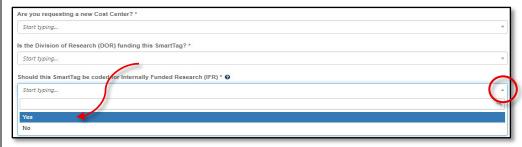
5. Provide a **Brief Explanation** of the request and use the Dropdown Arrow to select the **Company** the SmartTag is needed for. Enter a **Title** for the new SmartTag.



6. Select the **Fund Type**. Use the Dropdown Arrow Icon to scroll through the list or type a known Fund Type into the search field.



7. Answer the Yes/No questions for the required fields: **New Cost** Center, DOR Funding, and Internally Funded Research (IFR). Use the Dropdown Arrow icon to select your answer.



8. Confirm your name, Department, and attach files as needed. Click Submit when finished.

