

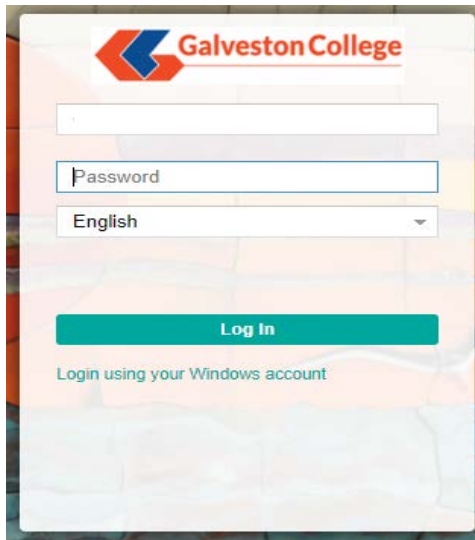
**Galveston  
College**  
IT DEPARTMENT

2021  
**Track-It!**  
SELF SERVICE  
GUIDE

## Galveston College IT Department Guide to TrackIt Self Service

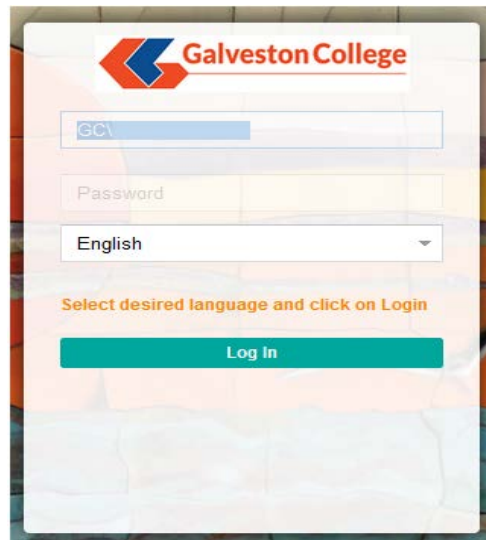
1. To access Track-it Self Service, please login to the Whitecaps Portal and click “GC Track-IT! Self-Service”.
2. To login, click on the “LOGIN USING YOUR WINDOWS ACCOUNT” link (see Screenshot 1) A second pop-up box will appear (see Screenshot 2). Simply click on “LOG IN” and the user will be logged into the Track-It! Self Service.

**Screenshot 1 – Initial Login Screen**



The screenshot shows the initial login screen for Galveston College. At the top left is the Galveston College logo. Below it is a white input field for a username. Underneath is a password field with a 'Password' label and a small eye icon. To the right of the password field is a dropdown menu currently set to 'English'. At the bottom of the form is a teal 'Log In' button. Below the button, the text 'Login using your Windows account' is displayed in a smaller font.

**Screenshot 2 – Login Screen with Username**

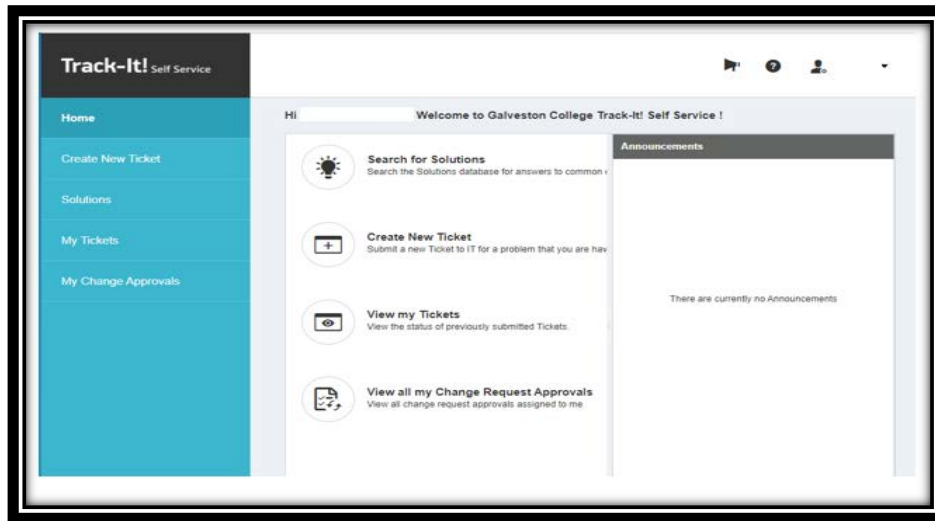


The screenshot shows the login screen after a username has been entered. The username field now contains 'GC\'. The password field is highlighted in yellow. The 'English' dropdown menu is still present. Below the password field, the text 'Select desired language and click on Login' is displayed in orange. At the bottom is a teal 'Log In' button.

3. Once logged in, users will be able to submit and view work orders from the main dashboard as shown below (see Screenshot 3)

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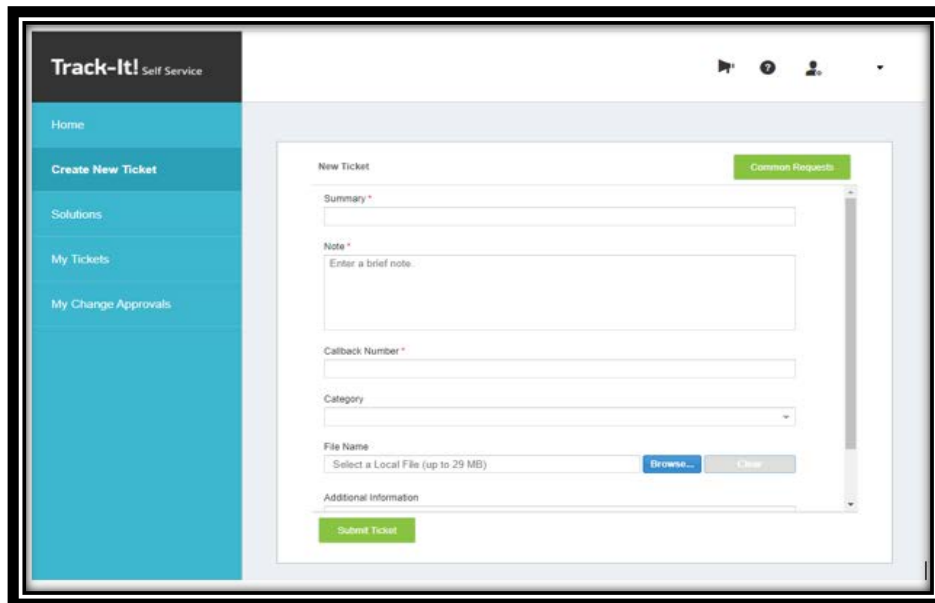
**Screenshot 3 – Main Dashboard**



To submit a work order, click on “CREATE NEW TICKET” and a new window will appear.

Fields with an asterisk (\*) must be filled (see Screenshot 4).

**Screenshot 4 – Create New Ticket Window**



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Below are details for each field:

**Summary** – Brief description of the issue or request being submitted by the user.

**Note** – A detailed explanation of the issue a user is experiencing. Please note all issues experienced and other details that may aid the technician in finding a resolution.

**Callback Number** – An office number where the user can be reached to further troubleshoot the ticket.

**Category** – Selecting the drop down menu will provide the categories available to assign the new ticket. Currently the only available Category is “IT”

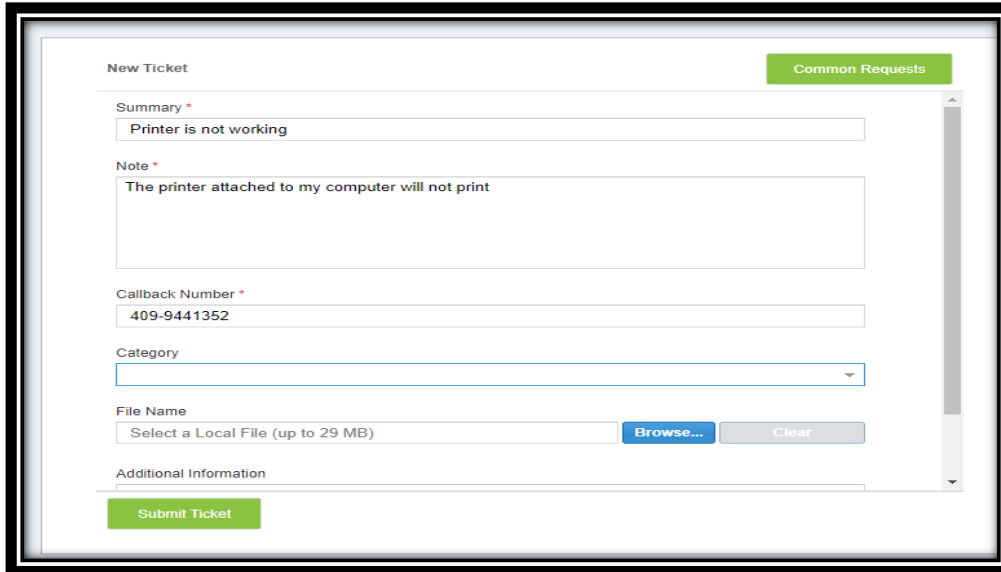
**(Optional) File Name** – A user can click “BROWSE” to upload a screen shot or other supporting documentation (ex. Word documents, pdf’s, etc.) to help with troubleshooting.

**(Optional) Additional Information** – Expanded information that can aid further troubleshooting.

Once all pertinent information has been entered, users simply need to click “SUBMIT TICKET” and a ticket will be entered into Track-It! The Service Desk staff will assist or route the ticket to the appropriate IT team member for resolution. Please see the below screenshot that shows an example of a completed form (Screenshot 5):

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### Screenshot 5 – New Ticket Form Example



New Ticket Common Requests

Summary \*  
Printer is not working

Note \*  
The printer attached to my computer will not print

Callback Number \*  
409-9441352

Category  
[Dropdown menu]

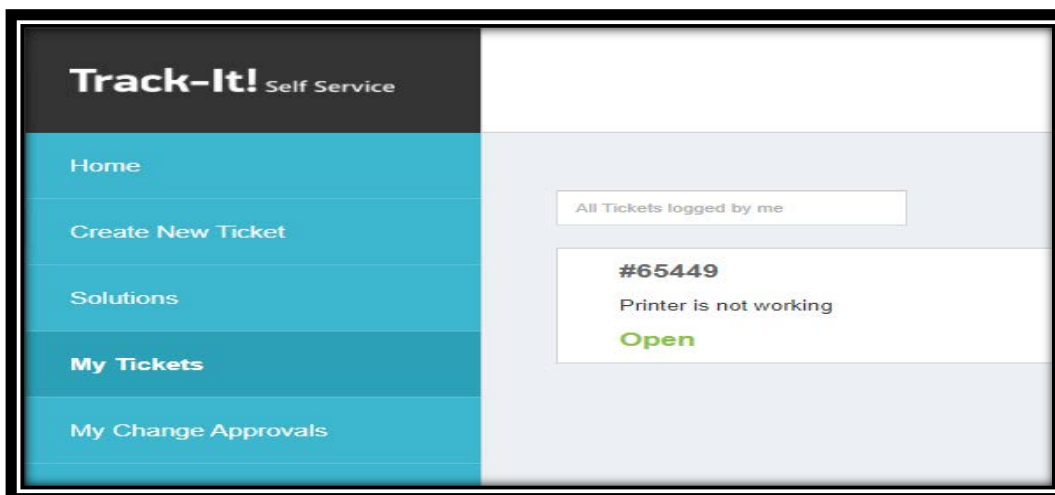
File Name  
Select a Local File (up to 29 MB) Browse... Clear

Additional Information

Submit Ticket

4. From the main dashboard a user can click on “MY TICKETS” as shown below (Screenshot 6) to view all the tickets they have created. To expand the view of the ticket, simply click on the ticket.

### Screenshot 6 – My Tickets



Track-It! Self Service

Home

Create New Ticket

Solutions

**My Tickets**

My Change Approvals

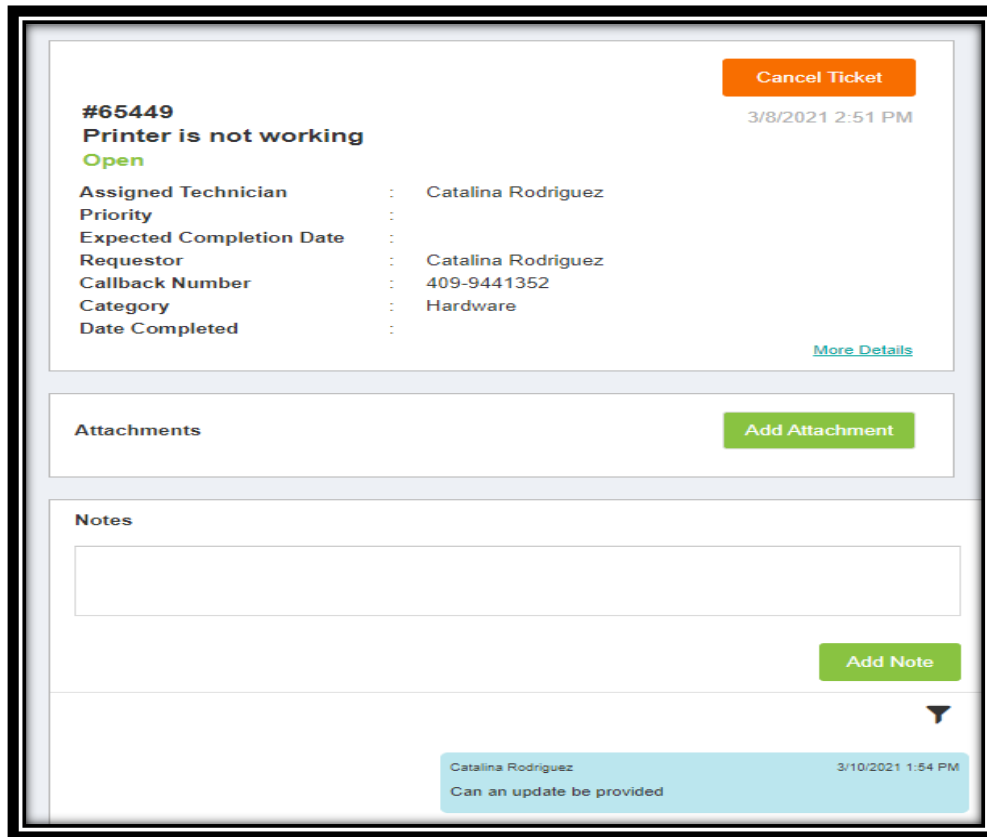
All Tickets logged by me

**#65449**  
Printer is not working  
**Open**

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- When the ticket opens, all the details associated with the ticket will be visible as shown in Screenshot 7. If a user needs to ask a question or enter additional information, they can add the information in the “NOTE” field and click “ADD NOTE” to submit it to the assigned technician. Requestors will also be able to see any notes or comments entered by the technician who is working the ticket.

**Screenshot 7 – Ticket Details**



**#65449**  
**Printer is not working**  
Open  
3/8/2021 2:51 PM

Assigned Technician : Catalina Rodriguez  
Priority :  
Expected Completion Date :  
Requestor : Catalina Rodriguez  
Callback Number : 409-9441352  
Category : Hardware  
Date Completed :

[More Details](#)

Attachments [Add Attachment](#)

Notes

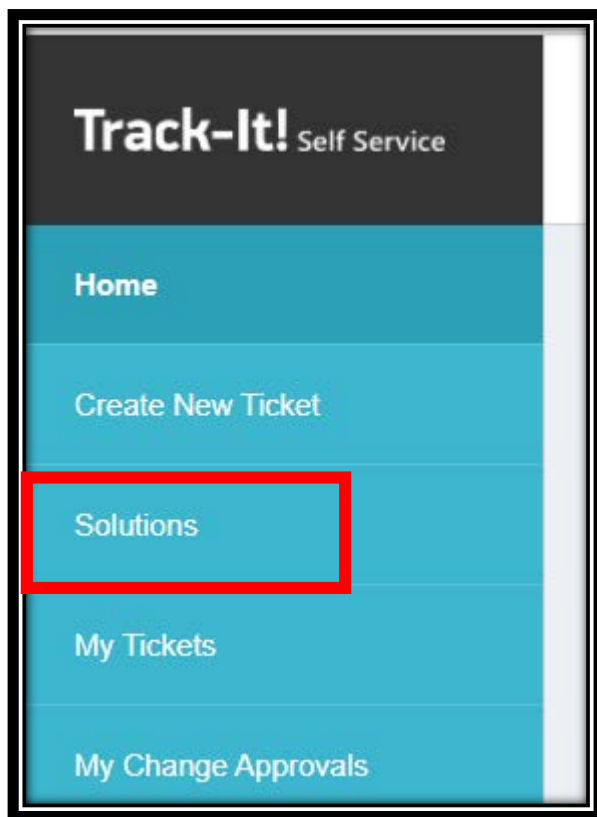
[Add Note](#)

Catalina Rodriguez 3/10/2021 1:54 PM  
Can an update be provided

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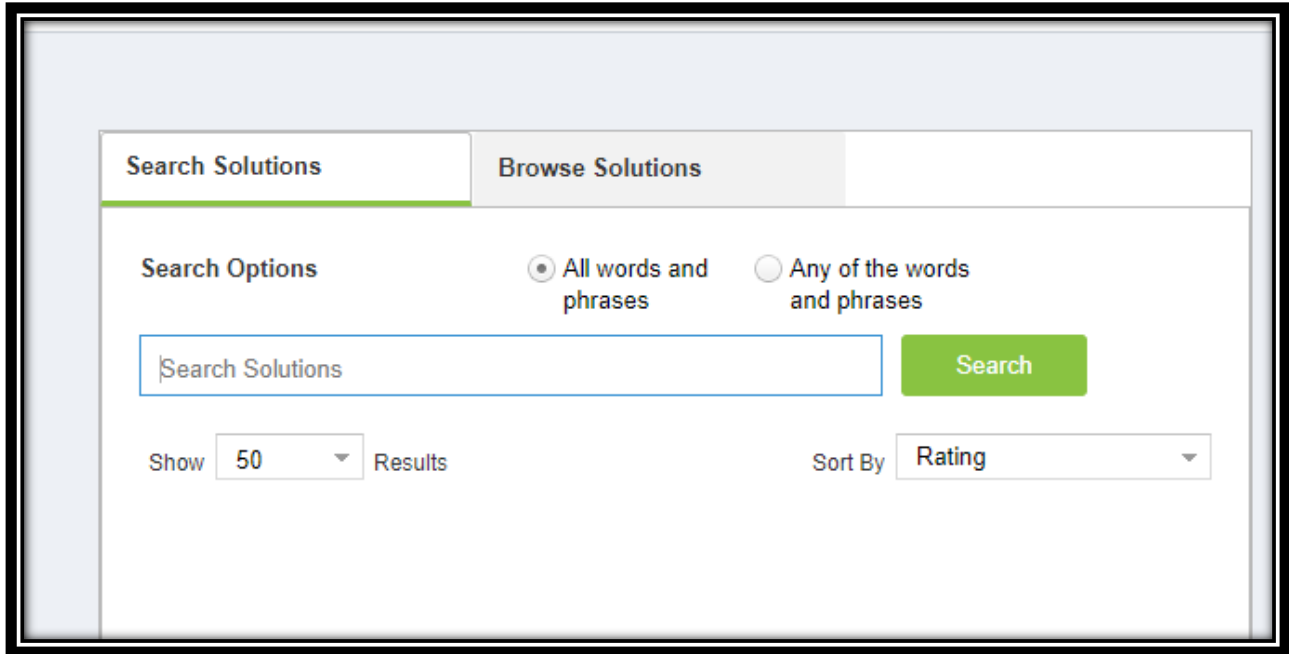
Another option available to users is the ability to search for known solutions. These are documented “quick fixes” of frequently asked questions or tickets submitted by users across campus. From the main dashboard, click on “SOLUTIONS” (see Screenshot 8). Known solutions can be searched by entering a phrase, keyword or by browsing known topics as shown below (Screenshots 9 - 11)

**Screenshot 8 - Solutions**



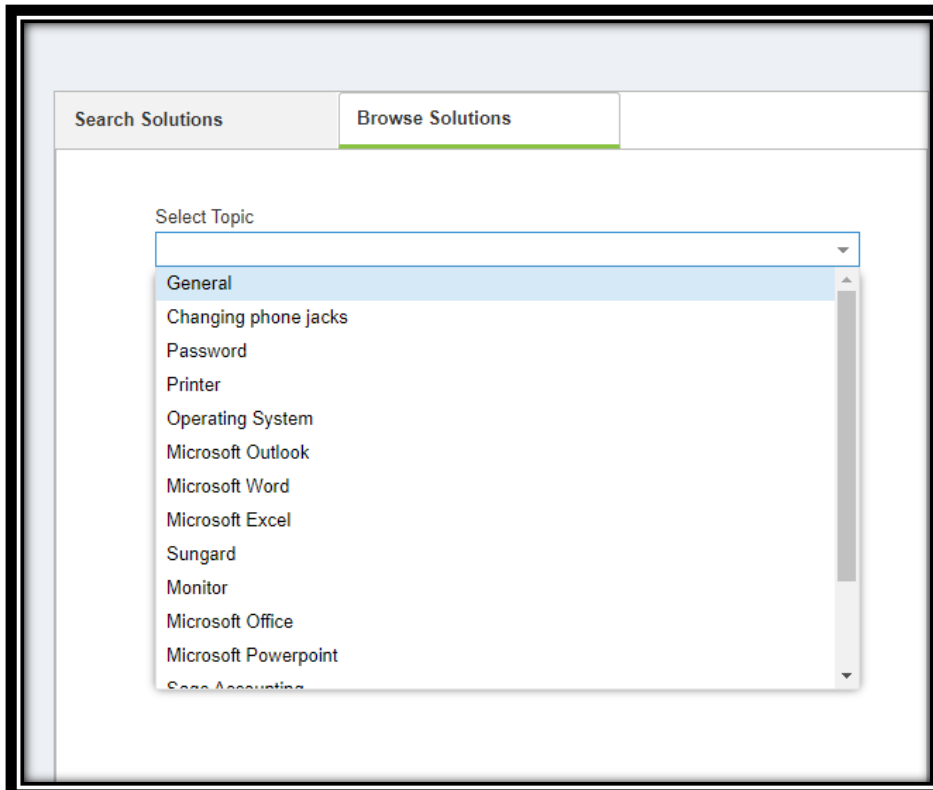
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*Screenshot 9 – Search Solutions*



The screenshot shows the 'Search Solutions' tab selected. It features a search bar with the placeholder text 'Search Solutions' and a green 'Search' button. Below the search bar, there are two radio button options: 'All words and phrases' (selected) and 'Any of the words and phrases'. At the bottom, there are two dropdown menus: 'Show 50 Results' and 'Sort By Rating'.

*Screenshot 10 – Browse Solutions*

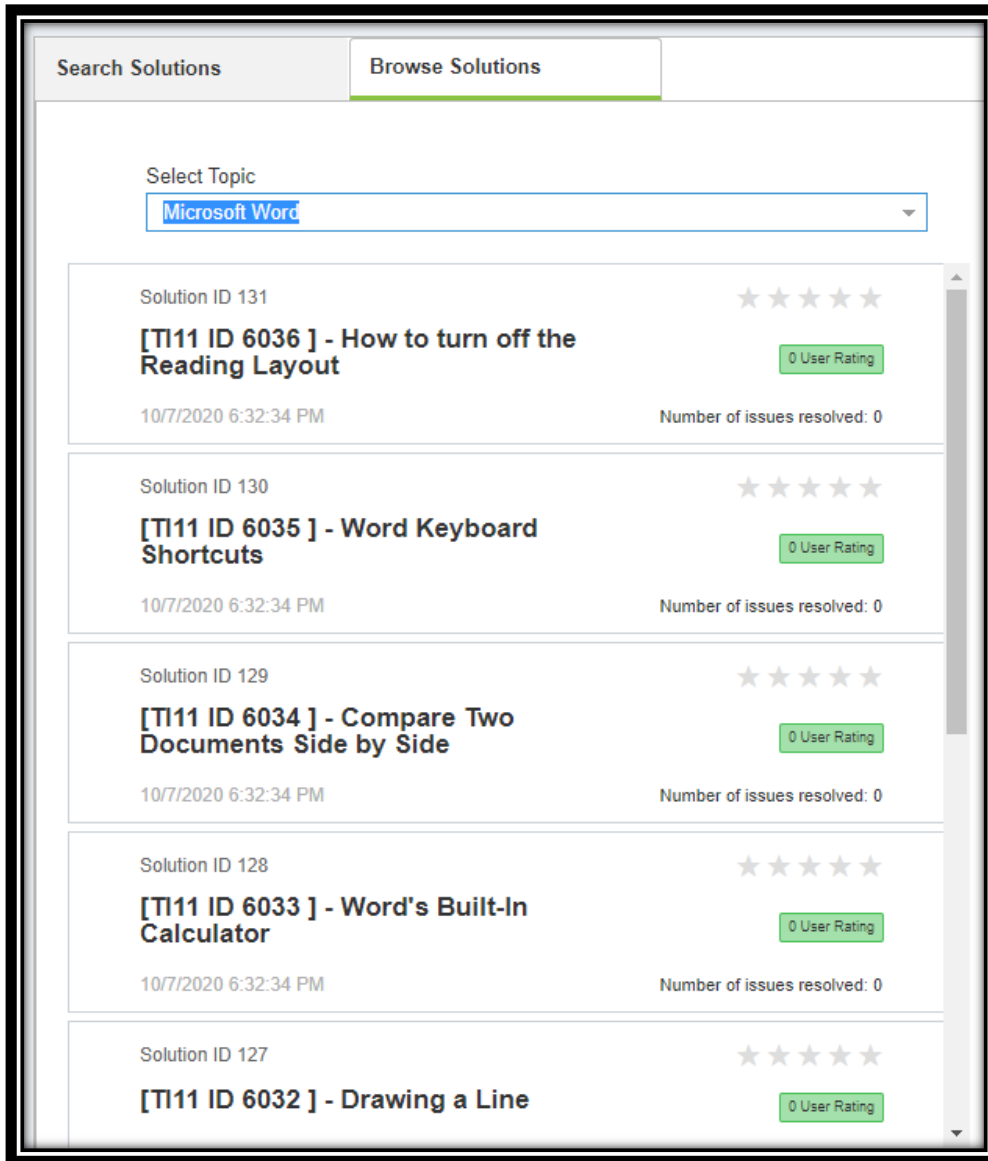


The screenshot shows the 'Browse Solutions' tab selected. It features a 'Select Topic' dropdown menu with a list of topics including: General, Changing phone jacks, Password, Printer, Operating System, Microsoft Outlook, Microsoft Word, Microsoft Excel, Sungard, Monitor, Microsoft Office, Microsoft Powerpoint, and Sage Accounting.



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### Screenshot 11 – Select Solutions



The screenshot displays the 'Browse Solutions' interface. At the top, there are two tabs: 'Search Solutions' and 'Browse Solutions'. Below the tabs is a 'Select Topic' dropdown menu with 'Microsoft Word' selected. The main content area lists five solutions, each with a star rating and a '0 User Rating' button.

Solution ID	Title	Date	Number of issues resolved
131	[TI11 ID 6036 ] - How to turn off the Reading Layout	10/7/2020 6:32:34 PM	0
130	[TI11 ID 6035 ] - Word Keyboard Shortcuts	10/7/2020 6:32:34 PM	0
129	[TI11 ID 6034 ] - Compare Two Documents Side by Side	10/7/2020 6:32:34 PM	0
128	[TI11 ID 6033 ] - Word's Built-In Calculator	10/7/2020 6:32:34 PM	0
127	[TI11 ID 6032 ] - Drawing a Line		

If you experience any issues utilizing Track-It! Self Service, please contact the Service Desk at ext. 352 or via email at [servicedesk@gc.edu](mailto:servicedesk@gc.edu).



**Galveston  
College**  
**IT DEPARTMENT**

**Need Help?**

**Contact the GC Service Desk:**

**[servicedesk@gc.edu](mailto:servicedesk@gc.edu)**

**ext. 352**