Enter <http://tracker.lee.k12.nc.us> into address bar

Login to tracker using your Novell/Email username and password

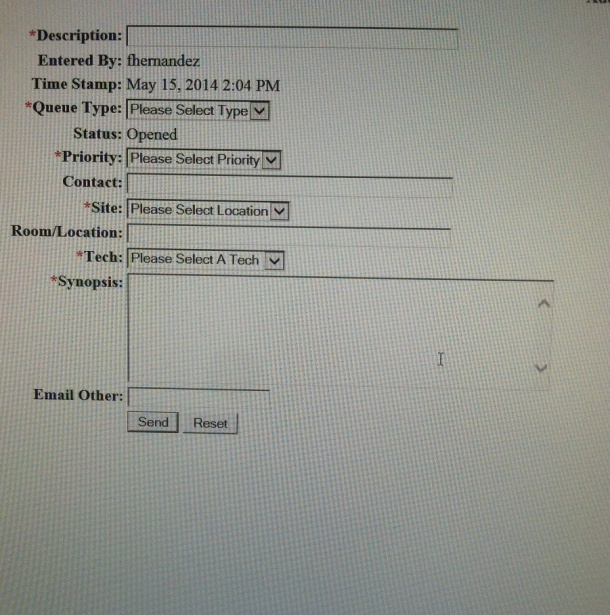
Top of Form

May 15, 2014 1:25 PM

|  |
| --- |
| Tech Tracker 2 |
| |  |  |  |  | | --- | --- | --- | --- | | spacer | | | | |  | | |  | | Username: |  |  |  | | Password: |  |  |  | | [Help](javascript:newWindow('help',%20'Help',%20'width=500,height=300,resizable=no,screenX=373,screenY=353,scrollbars')) | | | |   Bottom of Form |

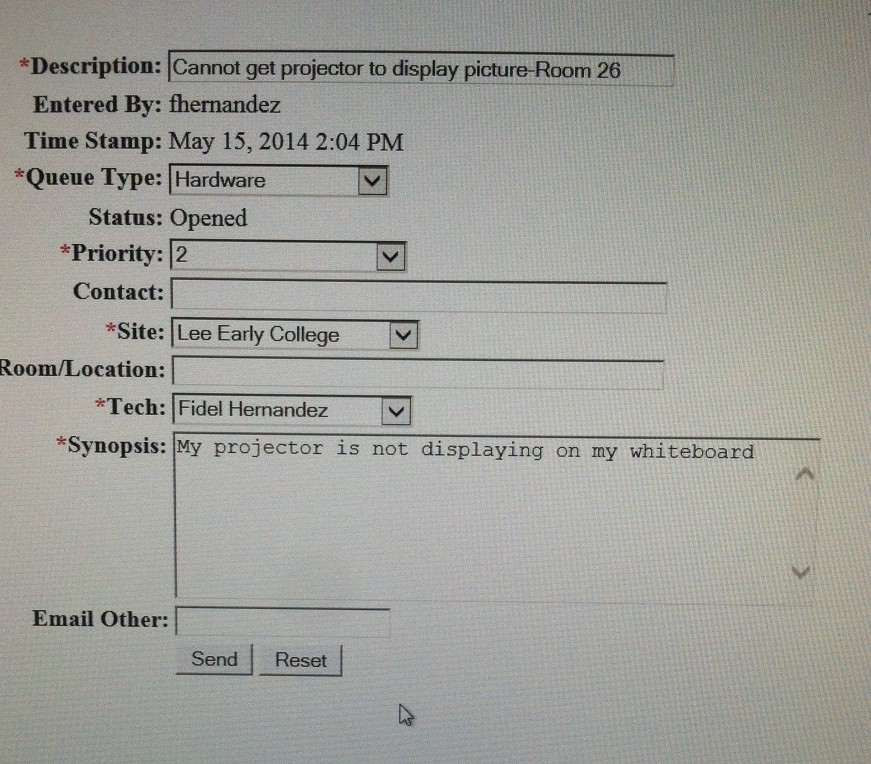
Click Add a Queue

You should see the following screen:



Now you can start typing what issues you or students are having

Below is an example:



Definition of each line:

**Description:** Last name of teacher or student, problem and room number

**Queue Type:** Pick from the drop down list

**Priority:** Emergency should only be use for true emergency. Only use when the whole school is affected

**Contact:** Your name or the student’s name

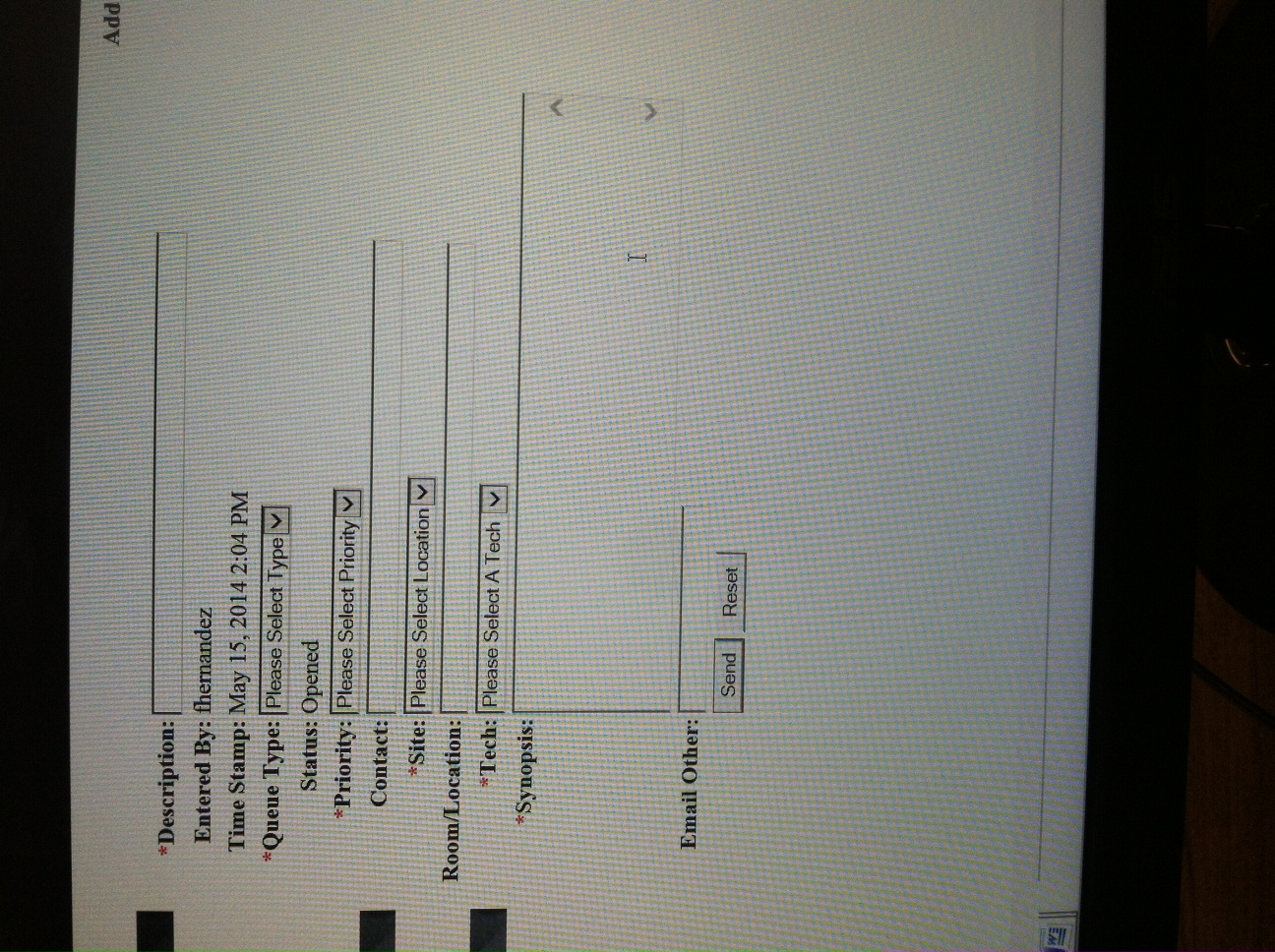
**Site:** Lee Early College

**Room/Location:** room number where you are

**Tech:** Fidel Hernandez

**Synopsis:** Please fill this out with every detail. Tell me things that you have done to try and fix this issue.

**Email:** You can email yourself this tracker Queue. I automatically get one everytime somebody adds something.

Top of Form

Bottom of Form