

# How to Request a Video

1. Go to the IT webpage: <http://www.daytonastate.edu/it>

## Information Technology Department

[IT Home](#)   [Student Technical Support](#)   [Faculty & Staff Technical Support](#)   [Training Calendar](#)   [Wireless Access Info](#)



The mission of the Information Technology Department is to provide high-quality technological solutions and services to support all teaching, learning, and administrative functions as the College strives toward fulfillment of its missions, goals, and vision.

Submit a Request for an IT Service or Access Password Manager

### Chat Assistance

[Chat With Us](#)



[Access the Unified Request System \(URS\)](#)

To Submit a Request for Creative Services, Facilities Services, Property Management, PeopleSoft, and IT Services



[Password Manager](#)

Enroll in password manager and/or manage your password

2. Select **Access the Unified Request System (URS)**.



[Access the Unified Request System \(URS\)](#)

To Submit a Request for Creative Services, Facilities Services, Property Management, PeopleSoft, and IT Services

3. Sign-in using your college credentials.

# Daytona State College Service Desk

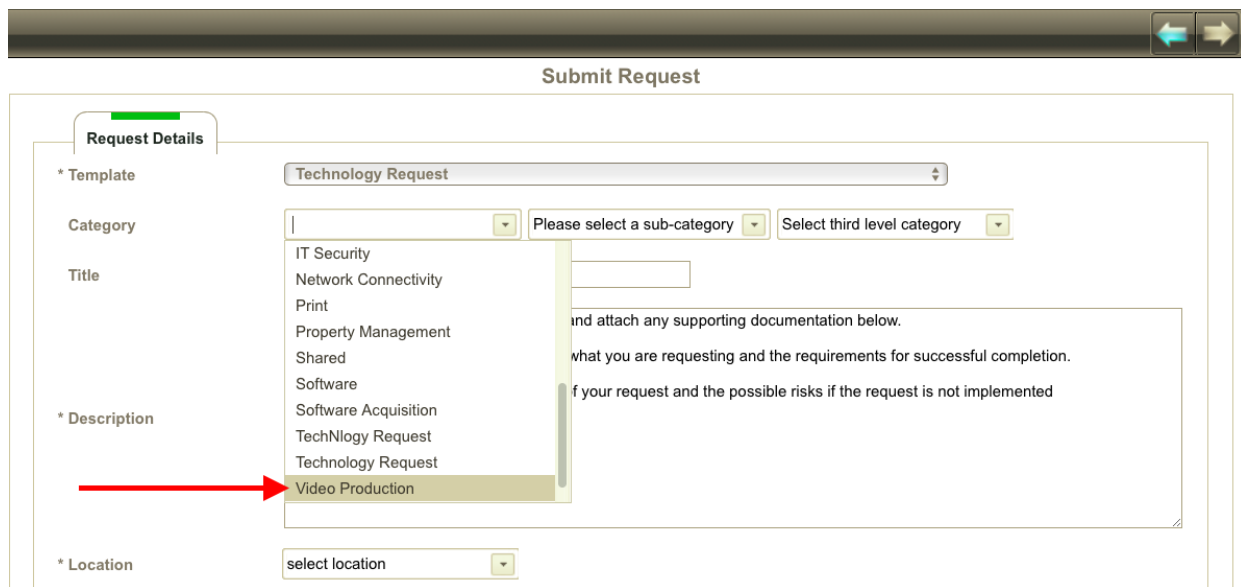
User Name

Password

Log In

Remember Me

4. Under the first category dropdown, scroll down and select **Video Production**.



The screenshot shows a web browser window titled "Submit Request". The "Request Details" section is active. The "Template" dropdown is set to "Technology Request". The "Category" dropdown is open, showing a list of options: IT Security, Network Connectivity, Print, Property Management, Shared, Software, Software Acquisition, TechNlogy Request, Technology Request, and Video Production. A red arrow points to "Video Production". The "Title" field is empty. The "Description" field contains the text: "and attach any supporting documentation below. what you are requesting and the requirements for successful completion. if your request and the possible risks if the request is not implemented". The "Location" dropdown is set to "select location".

5. Next, select the most applicable option from the sub-category dropdown.

**You do not need to select third level category (Leave it Blank).**

- Fill out the description portion of the page. Please include the following information:

**REQUEST/REQUIREMENTS:** Describe what you are requesting and the requirements for successful completion.

**JUSTIFICATION:** Describe the purpose of your request and the possible risks if the request is not implemented

**DEPARTMENT:**

**SUPERVISOR:**

- Select your campus location and Bldg./Rm/Ext.

**\* Location**

**\* Bldg/Rm/Ext**

- select location
- Daytona Beach
- Deland
- Flagler
- New Smyrna Beach
- ATC
- Deltona
- News Journal Center
- External/Other

- Enter the cost center number (even if there is no cost involved with the project). (If you do not know this, enter: 00000)

**\* Enter SubFund**

9. Select Senior Executive Staff over your department.

Please select Senior Executive Staff

Tom LoBasso

Amy Locklear

Brian Babb

Isalene Montgomery

Erik D'Aquino

Roberto Lombardo

Keith Kennedy

Timothy Norton

10. Submit your request and someone from instructional Resources will contact you soon.

**Submit**

**Cancel**