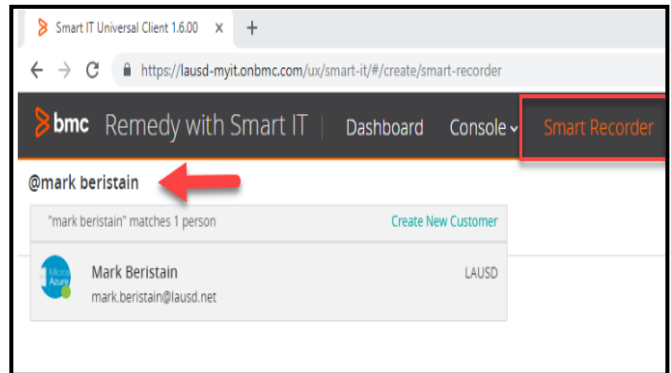


# ITST Full IDM Access

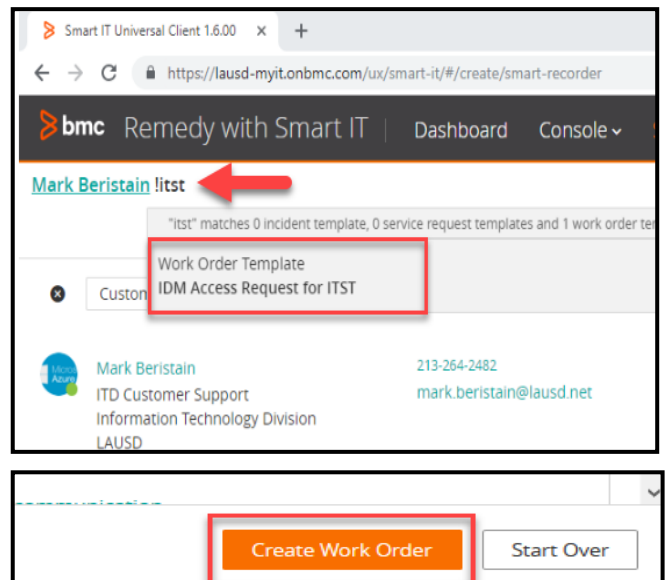
## 01. Search

- Log in to Remedy with Smart IT at <https://lausd-smartit.onbmc.com>
- Go to the **Smart Recorder**
- Input your name
  - \* Ensure to input @ before typing name



## 02. Select Template

- Type !
- Then type ITST
- Select **IDM Access Request for ITST** template
- Press the **Create Work Order** button



# ITST Full IDM Access

## 03. Create Ticket

- Press the **Title edit (Pencil)** button
- Type the name of the customer in the **Title (Summary)** field
- Provide the required information in the **Description (Notes)** field
- Attach training requirement proof certificate
- Press **Confirm + Save**

