

Submitting a ticket to NYSIM IT

1. To request new services such as:

- SimulationIQ Requests such as:
 - Video Access
 - Add new users
 - Help with Blueprinting
- General New User.
- Laptop requests.
- Video Access request.
- Access requests to any NYSIM related applications such as listserv, Google Calender, etc.

Go to <http://servicecatalog.nyumc.org/pages/Application-Access-or-Enhancement.aspx>

2. Login using your Kerberos ID and Password

3. Under Request Type: Select '**Application Enhancement**'

3. Under Application Access Details: '**Simulation Center**'

3. Comments: Request details.

* denotes a required field

Submit

6. Click "Submit" once you've finished.

1. To report a problem such as:

- EMS system related issues.
- Computer or A/V related issues.

Go to <http://servicecatalog.nyumc.org/pages/Application-Problems.aspx>

2. Login using your Kerberos ID and Password

3. Select the appropriate "Application Problem" from the drop down → Select '**Simulation Center**' from "Application Name".

4. Fill out the other required fields with the asterisk and click "Submit" when finished.

Please email nysimIT@nyumc.org if you have any questions.