

Using the HEAT Self Service to Report Work Orders Online

1. Go to CCSD Intranet:

<http://ccsd.charleston.k12.sc.us/>

2. Click on **Technology**



3. Click on **Technology Support Requests**



4. You will get the **HEAT Self Service** screen. Fill in the **User ID** (school code) and **Password** (friday). Click on the **Login** button. (If asked, **DO NOT** choose remember password.)

