How to Submit a Service Request

1. Login to https://help.hhdev.psu.edu/helpdesk/ with your HHD User Name and Password.

2. If it is your first time you will be prompted for some information. Please fill in the required fields. Then select **ok**.

3. Select **New Ticket** under the Helpdesk area.

4. Then fill out the required fields: **Subject**, **Type of Service needed**, **Building**, **Room #**, and **CHHD Tag #** (located on your computer or other equipment). You can also add an **attachment** to show the error you might be getting. Then click **SEND**.