How to Submit a Service Request

1. Login to https://help.hhdev.psu.edu/helpdesk/ with your PSU 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**.