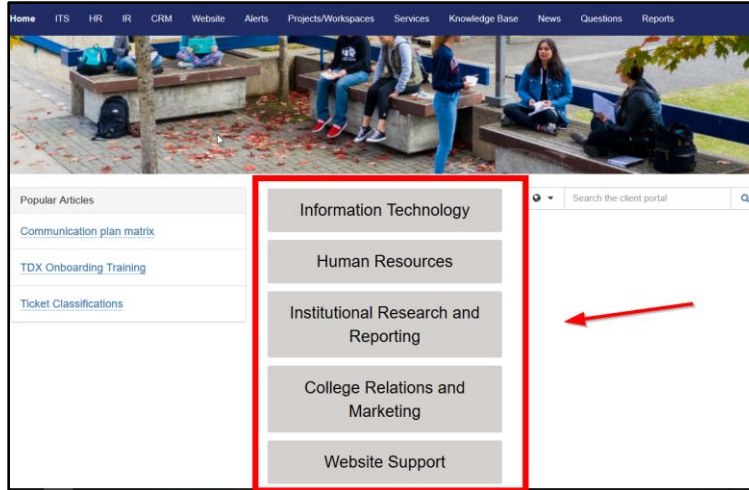
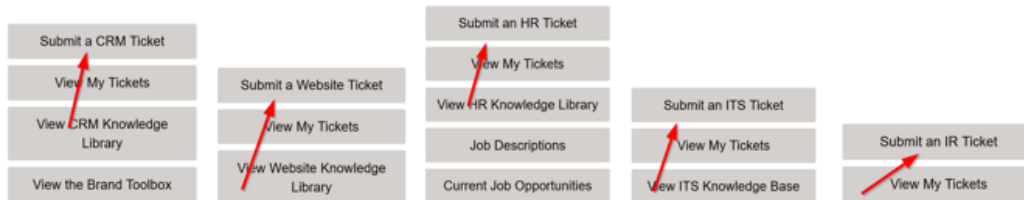


# How to submit a ticket:

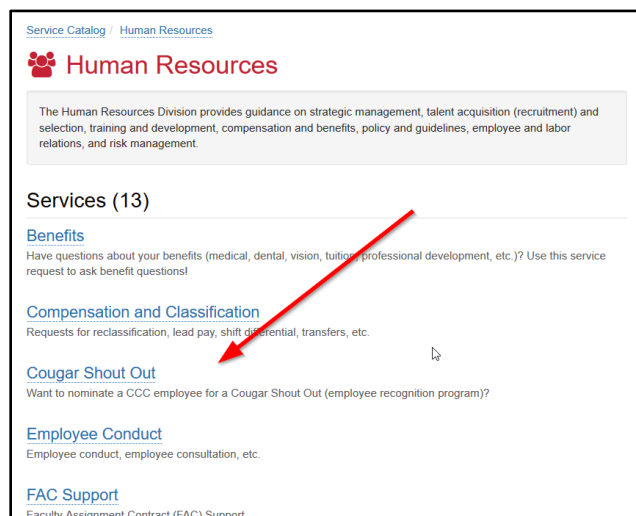
## 1. Pick Service Area



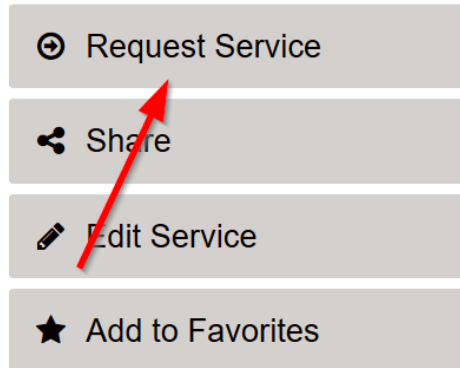
## 2. Click on Submit a ticket



## 3. Pick a Service:



#### 4. Request a Service




#### 5. Fill out the customized form

Service Catalog / Human Resources / Cougar Shout Out

### Cougar Shout Out

Want to nominate a CCC employee for a Cougar Shout Out (employee recognition program)?

I witnessed: 

On what date/At what event?

What were they doing?

- Being a team player
- Being a creative problem solver
- Going above and beyond
- Other



#### 6. Then click Request and you are done!

If other, please add here.

Comments:

Reported by:  

Today's date:

**Request**