

# TOPdesk Self-Service

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## **Purpose**

This training material highlights how to enter incident and service requests in the Self-Service TOPdesk ticket system.

## **Audience**

University of Memphis staff entering incident and service requests in the Self-Service TOPdesk ticket system.

## Getting Started

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### Logging into the System

1. Browse to [the Service Desk ticketing Website](#), choose **Use Self-Service Portal**. Click **Login**.

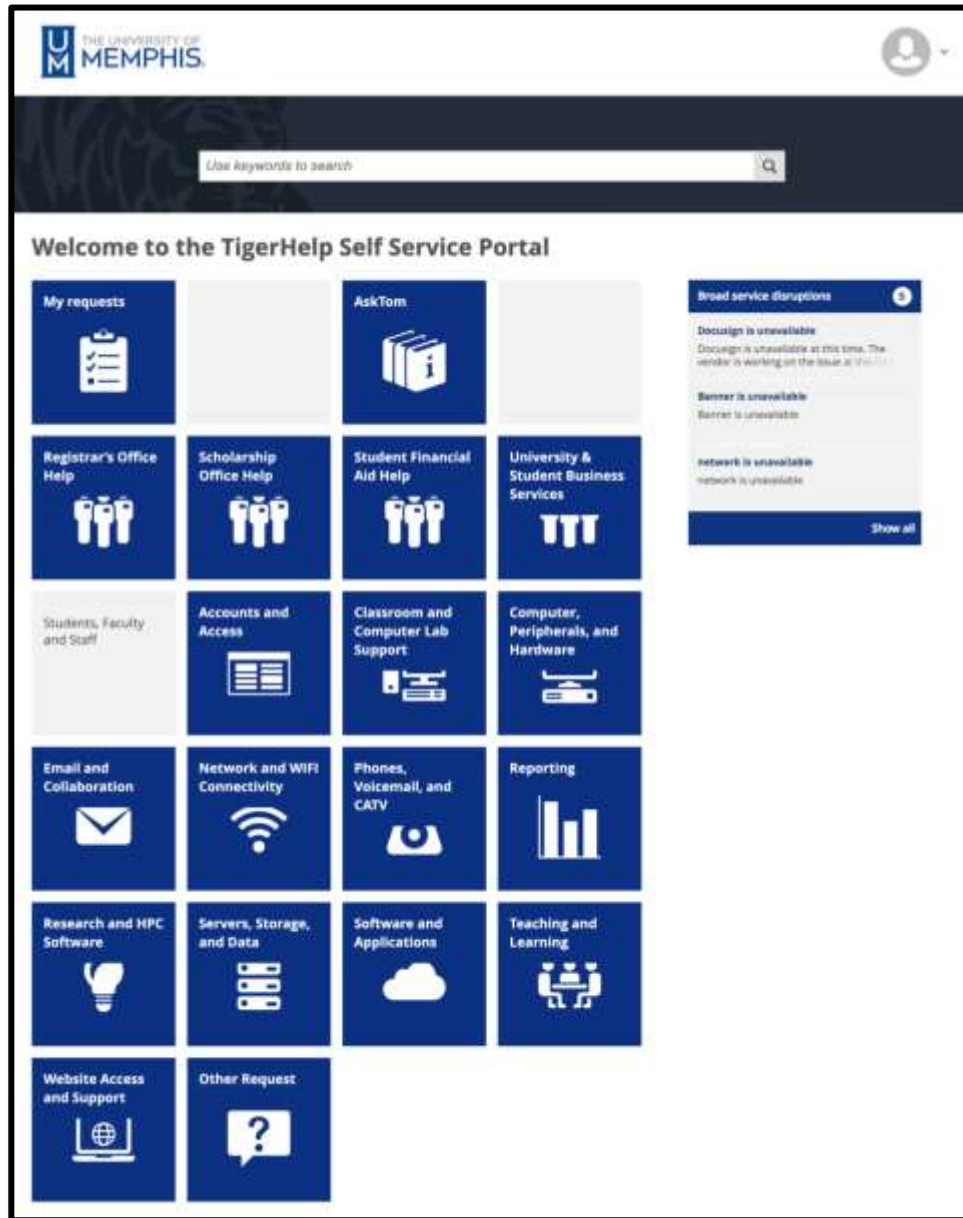


2. Login with your **UUID** and **password**. *(The UUID and password is the same one you use for myMemphis Portal and all other campus resources.)*  
Authenticate with DUO.



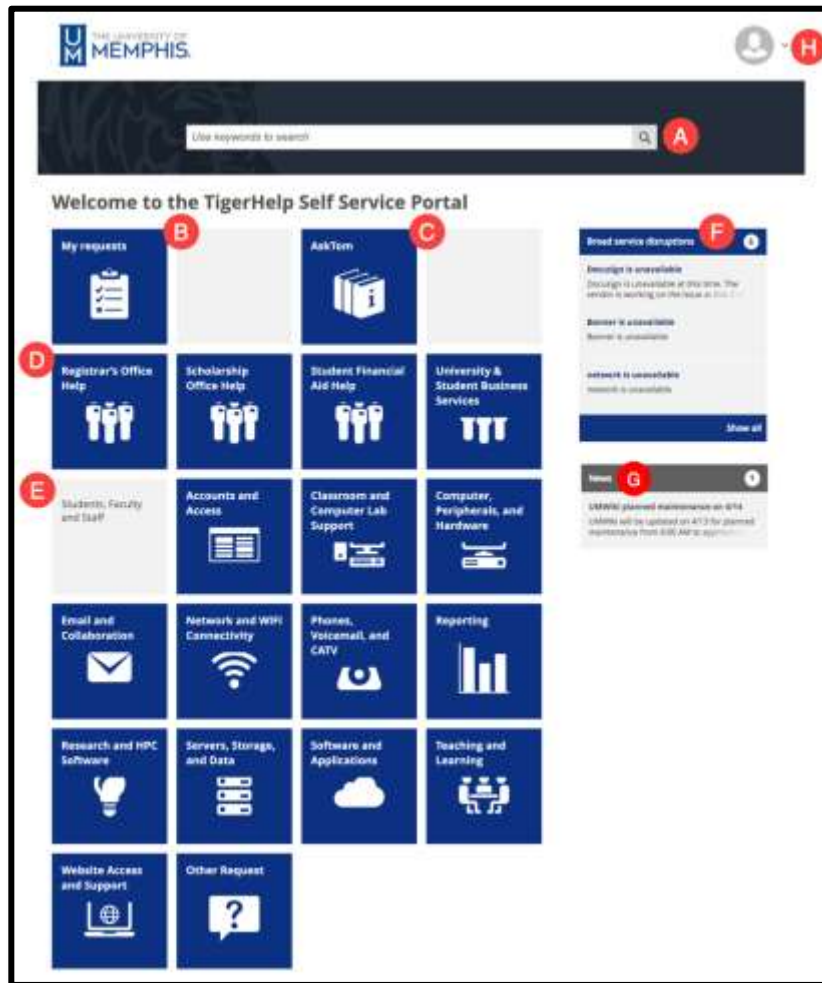
The opening screen is your personal TOPdesk workspace.

**Note:** Tiles may differ from the image below slightly.



## Basic Layout:

The key parts of the standard TOPdesk workspace are as shown below:



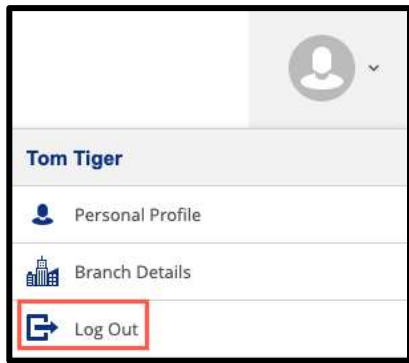
The areas/items labeled in the picture (default layout) are:

- A. Search Bar** – From here, you can search the knowledge base.
- B. My Requests** – Clicking on this tile will give you a list of your incidents and requests.
- C. AskTom** – Search the knowledge base for answers in our knowledge base to your questions.
- D. Student-specific related ticket categories** – Choose from various categories to request help (Registrar, Scholarship Office, Financial Aid, and University Student Business Services).
- E. Requests** – Requests available from the tile categories for students, faculty, and staff.

**F. Broad Service Disruption** – Here, you can see if outages affect people or systems.

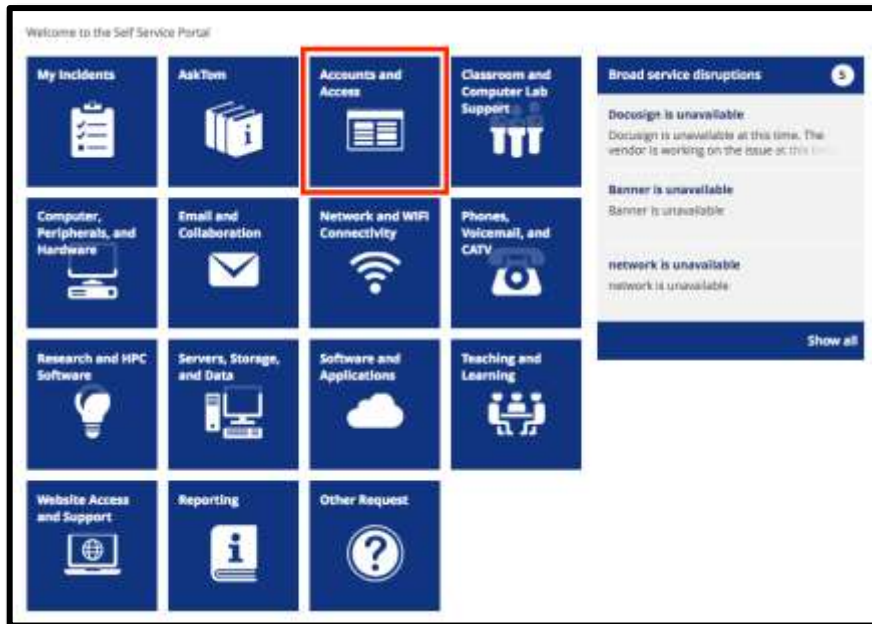
**G. News** – Messages about planned maintenance at the UofM.

**H. Log out drop-down button** – Allows you to log out of the system.

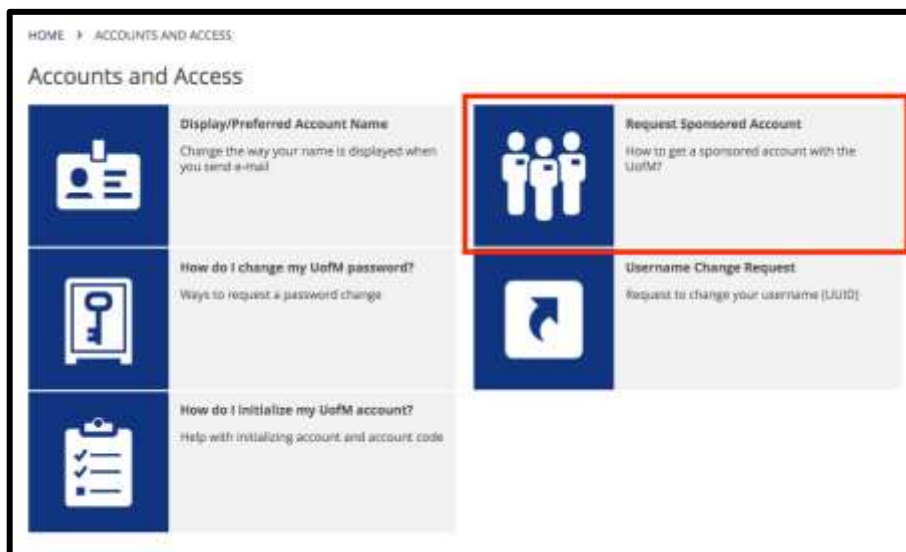


## Entering a Service Request using Self-Service

1. From the home page select a tile that pertains to your service request. In this example we will select **Accounts and Access**.



2. From the list of available options, choose the appropriate tile. In this example **Request Sponsored Account** is selected.

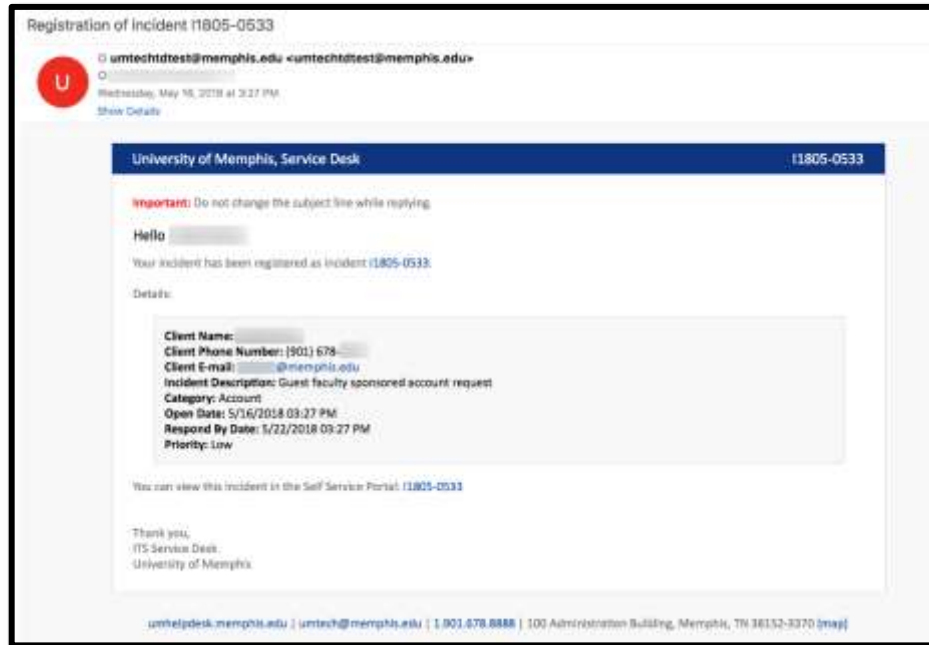




3. **A)** An explanation of what a sponsored account is and a description of each type of sponsored account is on the left side. **B)** On the right side is a list of the service request forms required.

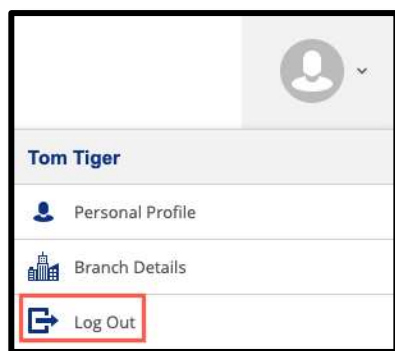
4. **A)** Fill out the required fields, then **B)** click **Submit**. Note: If you would like to add an attachment, click **Attach File**.

5. An email will be sent to you verifying that the ticket has been submitted and that the incident is registered.



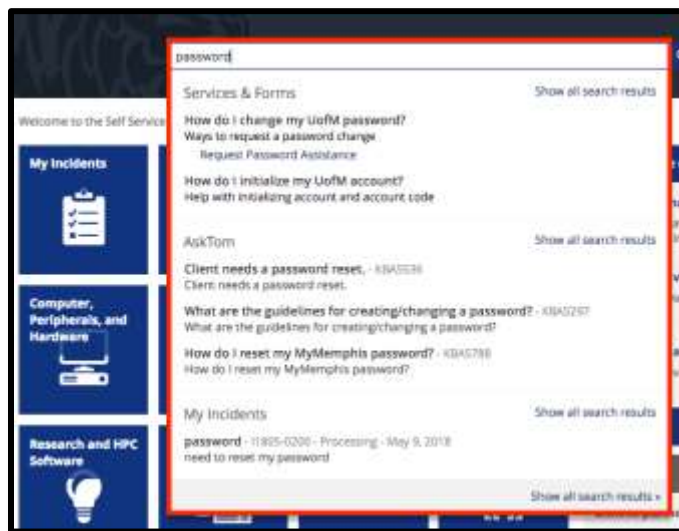
## Logging Out of System


To log out click on the drop-down Log Out in the upper right-hand corner of screen.

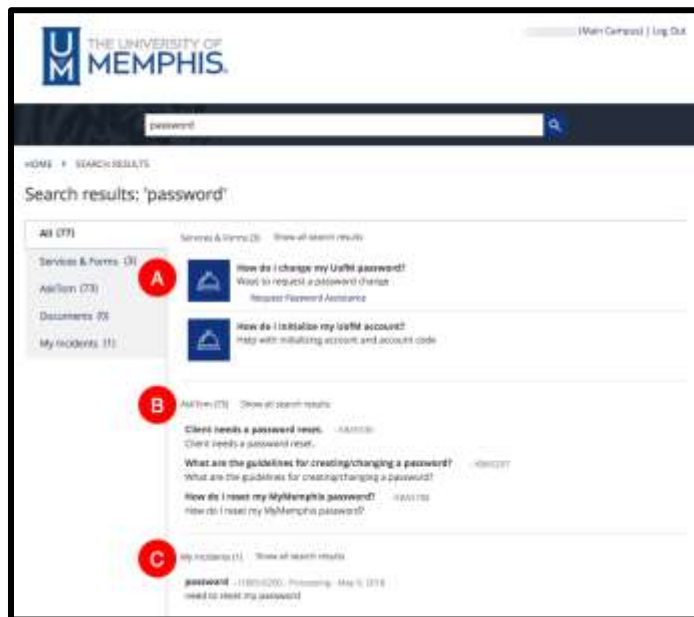


## Search Bar

Typing into the search bar searches the knowledge base for answers to your question. As you type, the system automatically searches for answers that have the same word in the solution. In this example, a search for “password” has been entered and the system is showing the results it found.



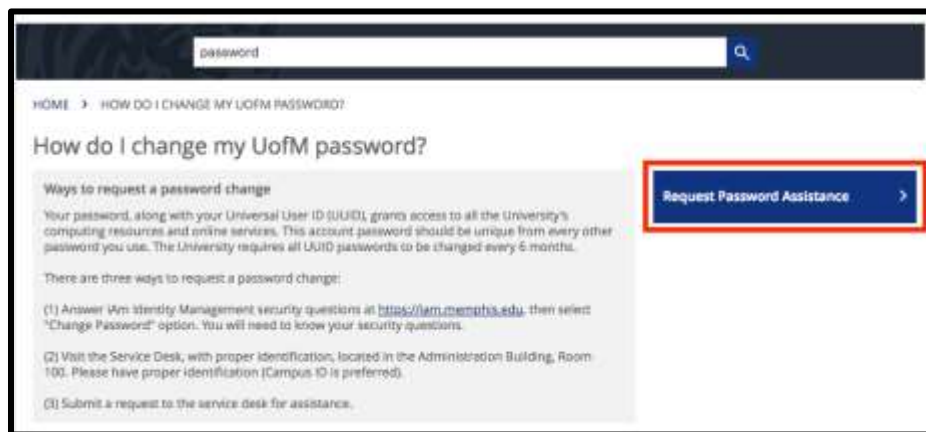
When you click on the Search Button , **A)** templates for entering a service request will be shown followed by **B)** a listing AskTom articles, then **C)** A listing of incidents you have entered on the same topic.



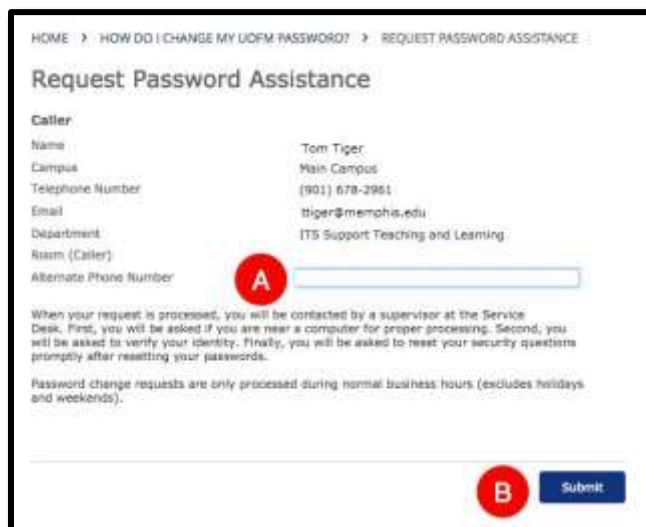
When you click on the Service Request template. In this example, "How do I change my UofM password?", is selected.



To the left, you will see answers to your questions based on AskTom knowledge base articles. To the right, you will see the option to use a Template to submit a Service Request.



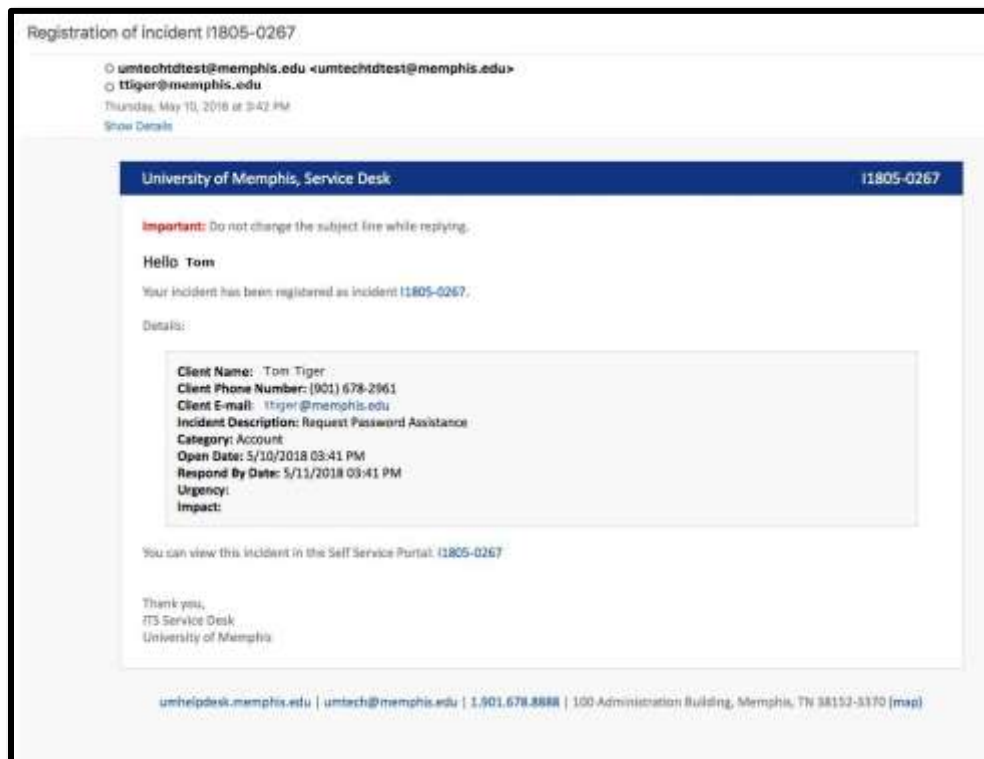
Enter **A)** an alternate phone number if desired, then **B)** click **Submit**.



You will receive a message verification with your service request number.  
Click, **Go to Home Page** to return to Self-Service home page.



An email will also be sent to you with a link to your service request.



## My Incidents

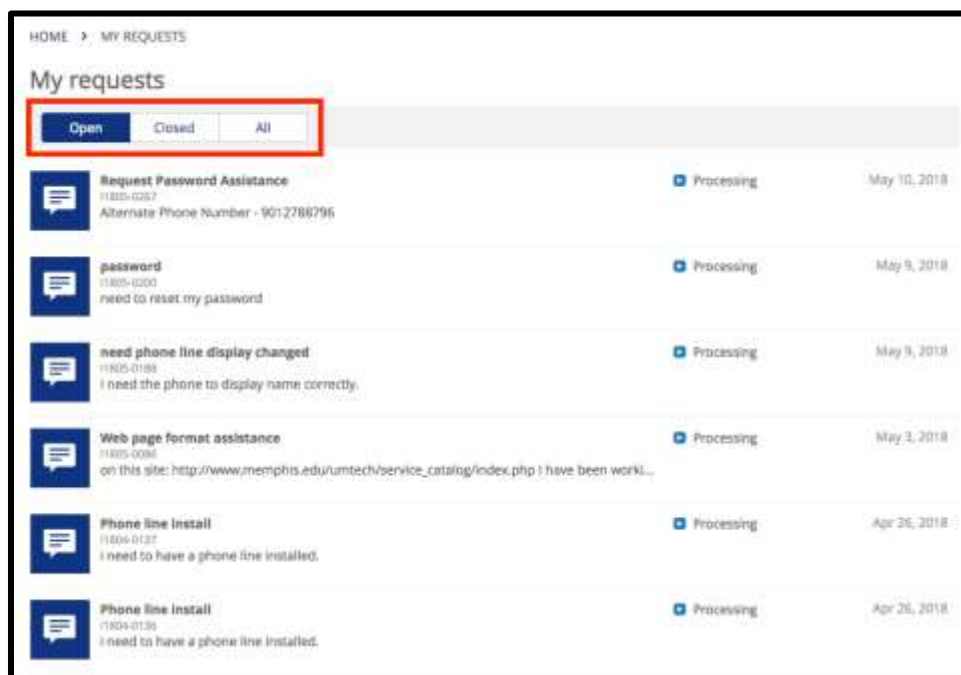
To view your incidents, click on the **My Incidents** tile on the Self-Service home page.



You will see a list of your requests.

To return to the Self-Service home screen, click **Home**.

To see your open requests, click **Open**. To see closed, click **Closed**. To see all your requests, **click All**.



## AskTom

1. Click on the **AskTom** tile to search the knowledge base for Articles.



At the top of the work area, you will see “Top 10 Most Viewed Items” (AskTom articles).



Below and to the left of the Top 10 Most Viewed Items are the **AskTom Categories**.





2. You can search each category or **A)** Type a question for AskTom. **B)** When a question is typed, the AskTom Articles will appear as a list in the window and be available from **C)** The clickable **link(s)** to the right. Click on the article to view the AskTom answer.

THE UNIVERSITY OF MEMPHIS (Main Campus) | Log Out

How do I get an advisor?

HOME > SEARCH RESULTS

Search results: 'how do i get and advisor'

All (3)

Services & Forms (0)

**AskTom (3)**

Documents (0)

My Incidents (0)

AskTom (3) Show all search results

**How can I be prepared for my advising appointment?** - KBA4529  
How can I be prepared for my advising appointment?

**How do I get a permit to register for a class?** - KBA4530  
How do I get a permit to register for a class?

**How do I get information on Pre-Medicine courses?** - KBA4497  
How do I get information on Pre-Medicine courses?

Click on the AskTom knowledge base article to view full answer.

THE UNIVERSITY OF MEMPHIS (Main Campus) | Log Out

How do I get an advisor?

HOME > HOW CAN I BE PREPARED FOR MY ADVISING APPOINTMENT?

**How can I be prepared for my advising appointment?**

KBA4529

How can I be prepared for my advising appointment?

Your advisor will expect you to have reviewed the schedule for the next semester and have a good idea of the courses that you need to take. You should have that list written down and ready to present.

You may want to get in the habit of writing down questions for your advisor that have to do with courses, requirements, your goals, your interests. Your advisor will be glad to help you with academic and non academic questions. You can visit the [Academic Advising website](#) for more information about preparing for your advising appointment.

Was this information useful to you?

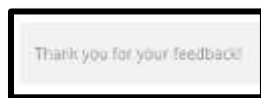


At the bottom of the AskTom answer is the question, “Was this information useful to you?” You can answer Yes or No.



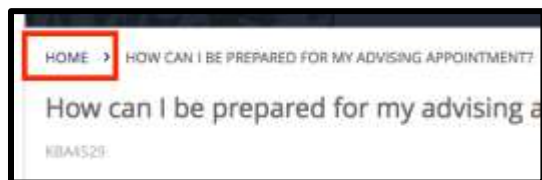
Was this information useful to you?

Once you have clicked Yes or No, a message will appear thanking you for your feedback.



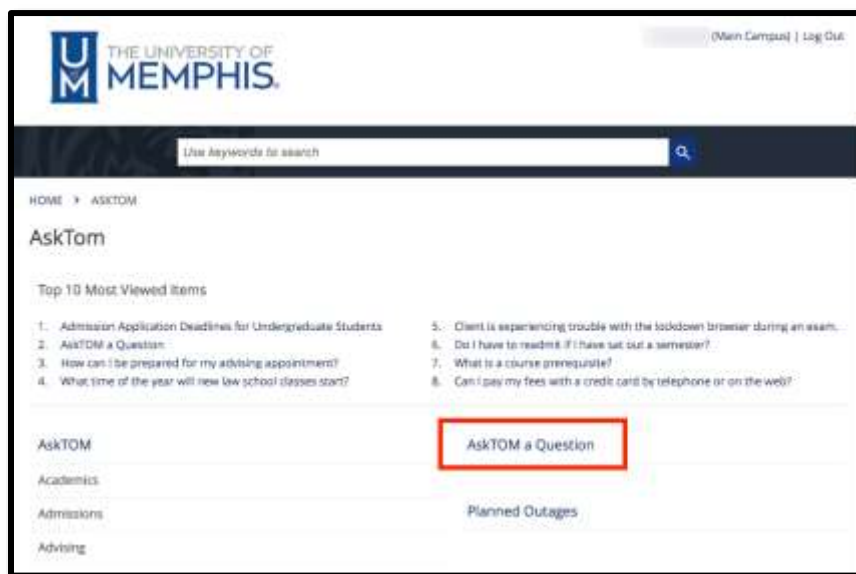
Thank you for your feedback!

To return to the home screen, click the **Home** link.

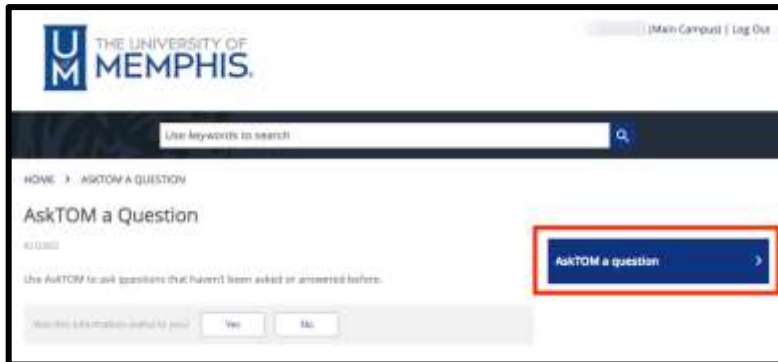


## Asking AskTom a question

1. To ask Tom a question not answered in the Knowledge base, click **AskTom a question**.

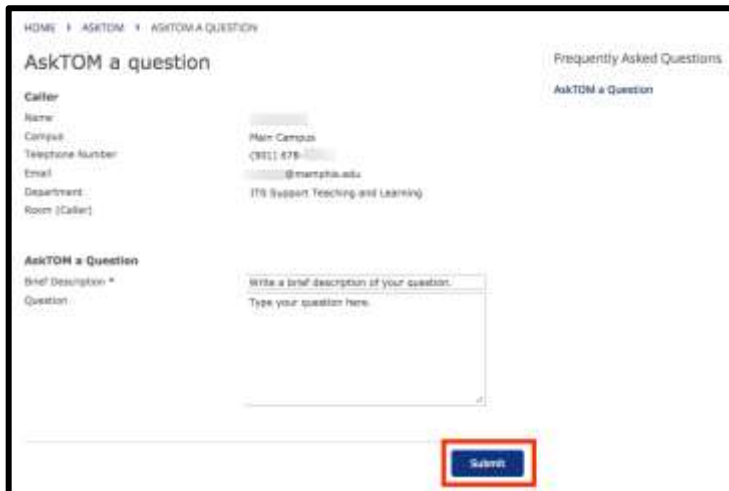


2. Click on AskTOM a question.



The screenshot shows the top of the AskTOM website. At the top left is the University of Memphis logo. To the right is a link for "(Main Campus) | Log Out". Below the logo is a search bar with the placeholder text "Use keywords to search:". The main heading is "AskTOM a Question" with a sub-heading "40113003". Below this is a message: "Use AskTOM to ask questions that haven't been asked or answered before." At the bottom left, there is a question: "Was this information useful to you?" with "Yes" and "No" buttons. A red box highlights a blue button labeled "AskTOM a question" with a right-pointing arrow.

3. Write a brief description in the space provided and write your question in the block. When you are finished, click Submit.



The screenshot shows the "AskTOM a question" form. At the top left is the breadcrumb "HOME > ASKTOM > ASKTOM A QUESTION". The main heading is "AskTOM a question". On the right, there are links for "Frequently Asked Questions" and "AskTOM a Question". The form is divided into two sections. The first section, labeled "Caller", contains fields for "Name", "Campus" (with "Main Campus" selected), "Telephone Number" (with "(901) 678-" selected), "Email" (with "@memphis.edu" selected), "Department" (with "ITS Support Teaching and Learning" selected), and "Room (Caller)". The second section, labeled "AskTOM a Question", contains a "Brief Description" field with the placeholder "Write a brief description of your question." and a "Question" field with the placeholder "Type your question here.". A red box highlights a blue button labeled "Submit" at the bottom right.

4. Your question will be assigned an incident number and a confirmation email will be sent to you. Click **Go to Home Page** to return to the self-service home page.



The screenshot shows the confirmation page. At the top left is the breadcrumb "HOME > ASKTOM > ASKTOM A QUESTION". The main heading is "AskTOM a question". On the right, there are links for "Frequently Asked Questions" and "AskTOM a Question". The page contains the text "Thank you!" and "Your AskTOM a question form was sent:". Below this, a red box highlights the text "Your request is registered under number: 11805-0517". At the bottom left, there is a blue button labeled "Go to Home Page".

# Locating Help Resources

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umTech offers technical support and resources to faculty, staff, and students. Assistance can be found through any of the support services below:

## Submitting a Service Request

Login URL: [Click here to access our service desk ticketing system.](#) After logging in, choose the appropriate form to request services.

Contact the ITS Service Desk — 901.678.8888 any day of the week! *(Excluding Some Holidays)*

ITS Service Desk Walk-In hours (Admin Building Room 100):  
Monday – Friday 8:00 am – 4:30 pm

The ITS Service Desk Call Center hours:  
Monday – Friday 8:00 am – 8:00 pm  
Saturday 10:00 am – 2:00 pm  
Sunday 1:00 pm – 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

Voice messages will be checked regularly and will receive a priority response the following business day. You may also email umTech at [umtech@memphis.edu](mailto:umtech@memphis.edu). (**Note:** Using this email will automatically generate a service request.)

## Important Links

[Explore the umTech Website](#)  
[Search the Solutions Page](#)