

## *How to Submit a Request for Instructional Technology Resources*

- ❖ Click on the **Request for Instructional Technology Resources** link on the MS Technology homepage.
- ❖ This link will take you to Eduphoria - Log in
- ❖ Choose the **FormSpace** icon
- ❖ Click on the **Submit New Form** - bottom left corner
- ❖ Click **Next** - bottom right corner
- ❖ Choose the form titled: **Request for Instructional Technology Resources** - this will highlight it orange
- ❖ Click **Next** - bottom right corner
- ❖ Click on **Begin to Editing Form** - bottom right corner
- ❖ Fill out the form - please be as thorough as possible
- ❖ When the form is complete, click on the **Submit Form** button at the top of the form
- ❖ The form will then be sent to Leslie and she will contact you concerning your request.