## ACCESSING THE DISTANCE LEARNING HELP DESK





Opening a service request is easy!





## Contact the Distance Learning Help Desk Monday - Friday 7:00am - 8:00pm



DLhelp@customms.com



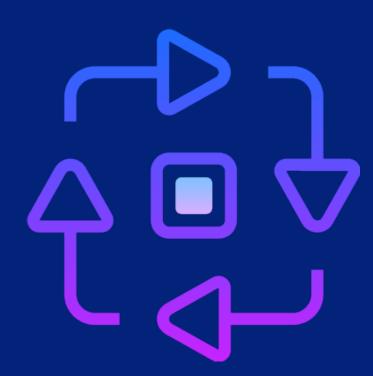
https://support.customms.com



1-833-752-0734



## After the Distance Learning Help Desk is Contacted:



- An electronic ticket will be created.
- A technician will troubleshoot and work to resolve the issue.
- If the technician is unable to resolve the issue quickly over the phone, they may request to remote into the user's device to further troubleshoot.
- When the issue is resolved, we will send an email notification with specific details of the solution.
- Issues related to hardware, content filtering or curriculum will be escalated to the SCSD IT Service Desk.