

## How to Request a Videoconference:

**Step 1:** Type help.pace.edu onto your internet browser

**Step 2:** Login using your pace credentials

**Step 3:** Click "Request" on the top tab options

**Step 4:** Select "Information Technology" in the Request Type drop down menu

**Step 5:** Select "Educational Media" as a sub-category

**Step 6:** Select "Videoconference Order Form"

**Step 7:** You can now fill in the reminder of the request with course information

**Step 8:** Click "Save" in the bottom right side of the form to submit your tickets!