

CCTE Service Desk

The CCTE technology team uses a service desk located at ([https://ccteservice.sandi.net](https://ccteservice.sandi.net/)) to process requests for goods and services in our CTE/ROP/JROTC classrooms.  It has been built on modern technology and integrated with other district services.  This provides the following benefits:

* Integration with the district Active Directory removes dependence of legacy login information. Now you sign in with your employee ID and e-mail password.
* An interactive form now asks questions directly related to your request.
* The ability to attach documents and images allows you to submit quotes, our new supply order form, screenshot of an error, or many other things that can follow your ticket.
* Supply orders can now be completed using an excel template; no more copy pasting in a little text box.
* Improved communication regarding requests due to better integration with district e-mail.

***Special Notes:***

*When requesting approval for travel expenses please include details and estimated costs – Hotel, registration, airfare, miles, parking, shuttles and/or meals. Expenses are reimbursed based upon those approved on travel authorization only.*

*When submitting requests for materials and supplies please include detailed information including vendor name and address, phone number, item number, description, price, quantity and any additional information. Please know that requests for purchases from Amazon are limited; please provide another vendor as a back-up.*