

Introducing a new Maintenance Ticketing system that goes into effect on February 18th, 2020. It is going to be in the same software that the Technology department uses for their Technology tickets, called Incident IQ.

It is a web base system that can be reached by going to <https://kirkwoodschools.incidentiq.com> or you can find it at my.kirkwoodschools.org

You will use your Google Account information to login. So the ID will be your work e-mail and then the password is your same google password.

I am attaching a document that will explain how to create a new work ticket. Teachers are not going to have access to create tickets, only secretaries and administrators will. Please begin to use this new system beginning on February 18th, 2020.

If you have any questions, please feel free to contact Stephanie Sargent at Ext: 8503.

Thank you