

# Online TechWorkOrder Database

Open the Hays Homepage.

[www.hayscisd.net](http://www.hayscisd.net)

Select Teachers and Staff.

Choose: Teacher and Staff Resource Link--

Select –Tech Workorders Online

--Login to Create a workorder

Username: your login

Password: your password

Enter your Last Name.

Click Next.

Click on your Name.

Click on Create Work Order

## Tech Work Orders On-Line!

You are viewing the work order records for: Mcclendon, Marcia.

You can now search work orders in this database or you can view by specific categories. In addition, you can create work orders on-line by clicking the 'Create Work Order' link below!

### Search Work Orders:

Search By:

### Other Links:

[Create Work Order](#)

Enter the requested information.

Click Submit.

### Logistical

Campus:  ADM

Room Number:

### Problem Details

Type:  Choose One

### Problem Description

Brief:

Detailed: