How to Submit a Web Services Help Desk Ticket

• Step 1: Go to the bottom of www.surgery.vcu.edu and click on “Web Services Help Desk”.
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• Step 2: Log in to Web Services Help Desk by using your VCU eID and password
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- Step 3: Click on “School of Medicine” on the bottom left hand side.
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• Step 4: Click on “Submit a Surgery website request” located under CSIS.
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• Step 5: Fill in the request form and submit it to Web Services. If you have any questions please email: surgweb@vcu.edu