Step 1: Go to the request site: https://requestcat.fhsu.edu/.
Step 2: Login with your TigerTracks account.
Step 3: Click New ticket link at the upper left to start your request.

Step 4: Click Dyknow Batch Enrollment link on Select a queue for your new ticket page.

Step 5: Fill out the request form (See Sample Form below)

Step 6: Click Create ticket to submit your request.

View or Modify Your Ticket - Changes cannot be made after submission except through appending a reply to the ticket. If you want to modify the ticket after submission, you can “Reply” in the ticket’s history area.

To view your submission or modify your request,

1. you can go to Open tickets at the upper left
2. Click on the request that you just created.
3. Next page, you will see all the request information. If you want to modify the ticket, click Reply button at the lower right in History area.