



# GADSDEN STATE COMMUNITY COLLEGE Maintenance Ticketing System



Gadsden State’s Maintenance Ticketing System is operated through Spice Works. That system is called Fixit. This system helps our Maintenance Departments to keep in touch with you, the Requestor.

## Creating a ticket is very simple. Please follow the steps below:



First open the link to the Fixit Request Portal.

<http://fixit.gadsdenstate.edu/portal>



Sign in with your GSCC credentials.



Choose a tab with the corresponding campus.



Fill in the required fields and attach any approval forms or diagrams.



Submit.

Cory Carter (8202) or Wes Wood (5431) will see these requests and the requestor will receive an e-mail through their GSCC e-mail. Below is a picture of what the portal looks like. If you have any trouble putting on a ticket through this portal, please contact Cory or Wes. **If you call concerning a ticket or concern, you will be asked for a ticket #.**

