

HELP DESK REQUEST SUBMISSION

ADE Grants Management has transitioned to a new customer service management system
- Help Desk -

GO TO

<https://HelpDeskExternal.azed.gov>

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REGISTER

The first time you use Help Desk you will need to register

SELECT TEMPLATE

Choose Template Categories under "+ New Request"

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COMPLETE TEMPLATE

Each template will have required information that needs to be completed prior to submission



SUBMIT TEMPLATE

Select "Add Request"

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