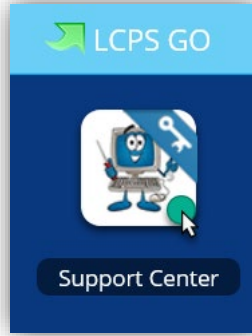
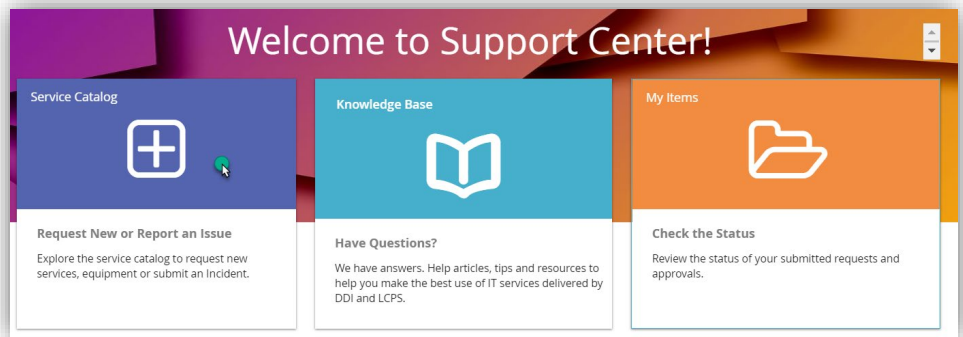


## How to Submit Replacement ID Badge Requests

Log on to LCPS Go and click on Support Center



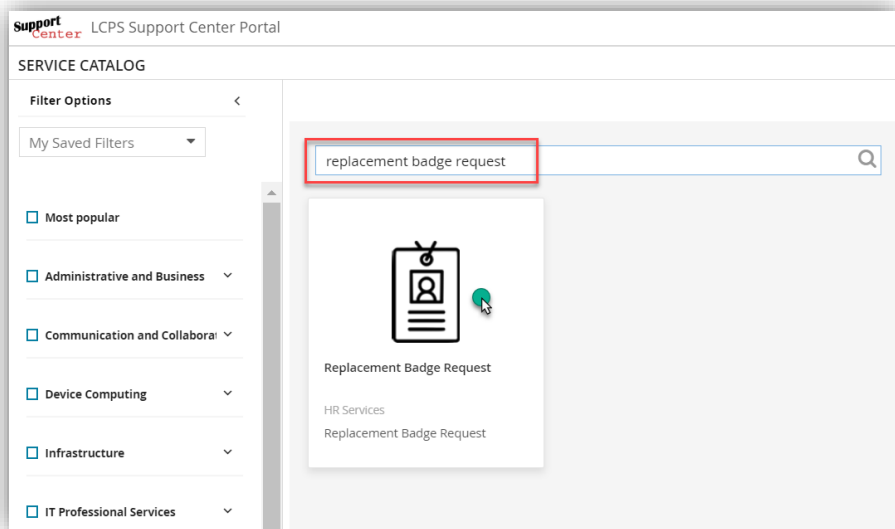
Click on Service Catalog



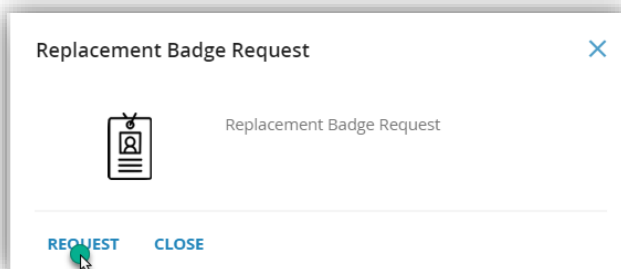
In the Search field, enter "Replacement Badge Request,"

and

Click on the Replacement Badge Request tile



On the pop up window click "Request"



Your information will automatically appear in the Request Details form.

Update the information for your request. Use the drop down lists to view acceptable entries.

Enter:

- Badge Type
- Employee Name
- Position Title
- Work Location
- Reason for Replacment
- Manager's name
- Additional Comments (if any).

Click the “Review and Submit” button

The screenshot shows the 'Request Details' form in the LCPS Support Center Portal. At the top, there is a message: 'New badges are processed during the employee's new hire session:'. The form fields include: '\* Badge Type:' with a dropdown menu and a tooltip that says 'Select the type of badge being replaced.'; '\* Employee Name:'; '\* PID:'; '\* Position Title:'; '\* Work Location:'; '\* Reason for replacement:'; 'Manager:'; and 'Additional comments:' with a text area. At the bottom of the form, there are 'Attachments:' buttons for 'Upload File' and 'Remove All', and a dashed box for dropping files. At the very bottom, there are 'Review & Submit' and 'Cancel' buttons.

The screen will display the information you entered. Review that the information is correct, then click the “Submit” button.

