KCC Testing Request - FootPrints

https://workorder2.kellogg.edu

This is the Work Order used for technology issues and requests from various areas of the College – Information Services, Facilities and Testing. There is a Knowledge Base to research common issues and resolutions. Login using your k-id and universal password.

Choose the type of work order:
I.S. Incident – Information Services
Facilities Incident – Building, Repairs, Moves, Grounds
Testing Request – Proctored and/or make up testing

Filling out the work order:
All the fields are required and should be filled out with as much detail as possible.

Please contact the Center for Student Success with any questions:
(269) 660-2296 or csstesting@kellogg.edu
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Additional Information:
Enter any additional information that you feel is necessary for The Center for Student Success to know about. This could include but not limited to a student that needs extra time on a test or a Moodle quiz password.

Attachments:
Upload your paper Test or documents.

This will allow you to browse your computer for your test.

Attaching it to the work order will allow the Center for Student Success staff to print only what is needed for the students.

Update a work order:
To update a work order, login to the work order system.

Locate the work order, click on the IN-#.

Edits / Changes:
Please make your edit/changes and Submit at the top.

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