

## Electronic Substitution Form Instructions

*This process has been created to replace the need to submit a request via paper form to your area Dean and VP of Instruction. This electronic process will go through the same approval process via automated service desk ticket.*

### Step 1: How to Create a Service Desk Ticket

1. Log into the IVC Service Desk (link below) using your IVC email (first part only) and password.  
<https://servicedesk.imperial.edu/helpdesk/WebObjects/Helpdesk.woa/wo/56.7.12.0>



Welcome to the IVC Service Desk!

You can login below using your full IVC email address and email password. If you have trouble logging in you may also contact the Service Desk at 760-355-6300.

### Log In

E-Mail

Password

## 2. Complete the Help Request Form

### Help Request

**Request Type** Academic Services Request Substitution Certification  
Division of Health and Sciences

This Request Type requires approval.

**Subject** Juan Noguez subbed for Jill Kitzmiller

**Instructions** Please complete one form per class.

**Request Detail** Substituted for one week only.

**Semester\***  Spring  Summer  Fall  Winter

**Year\*** 2013

**Substitute's Name\*** Juan Noguez

**Substitute's G#\*** 0001234

*Be sure to select your division as this identifies the appropriate division Dean.*

*One form per CRN.*

**Absent Instructor's Classification**  Full-Time  Part-Time

**Class** Health 102

**CRN** 30105

**Dates/Times** Mon- Thur : 730 am- 940 am

**Total Hours to be Credited** 8 hours 40 min

**Account #**  11001-201-1160-4900

**Certification**  I certify that the above information is true and correct

*If one class meets three times a week, it's ok to reference the days and hours under the same form.*

Cancel Save

*Make sure you save it.*