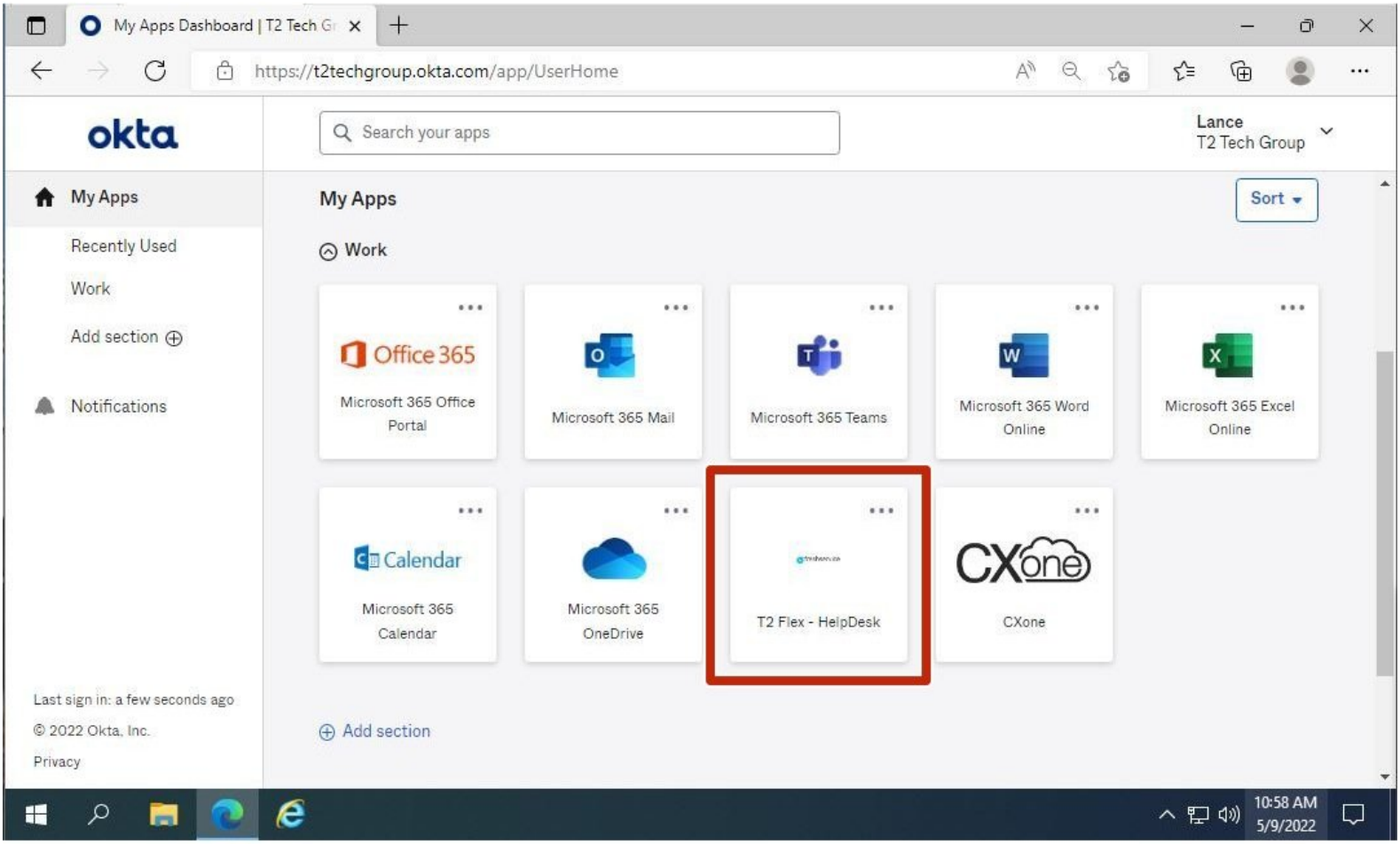
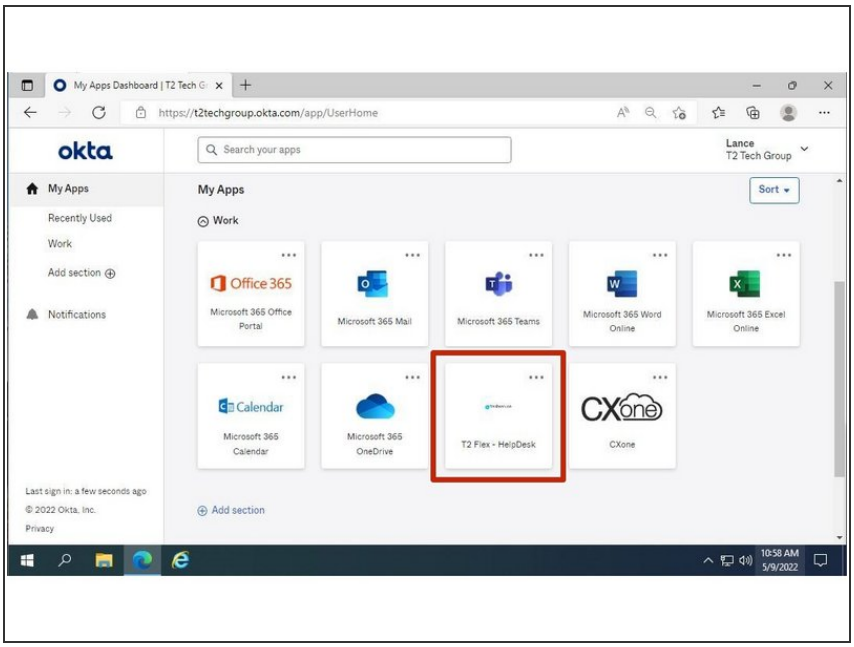
Requesting to Change Work Location

Written By: Brendon Welch



Step 1 — Requesting to Change Work Location

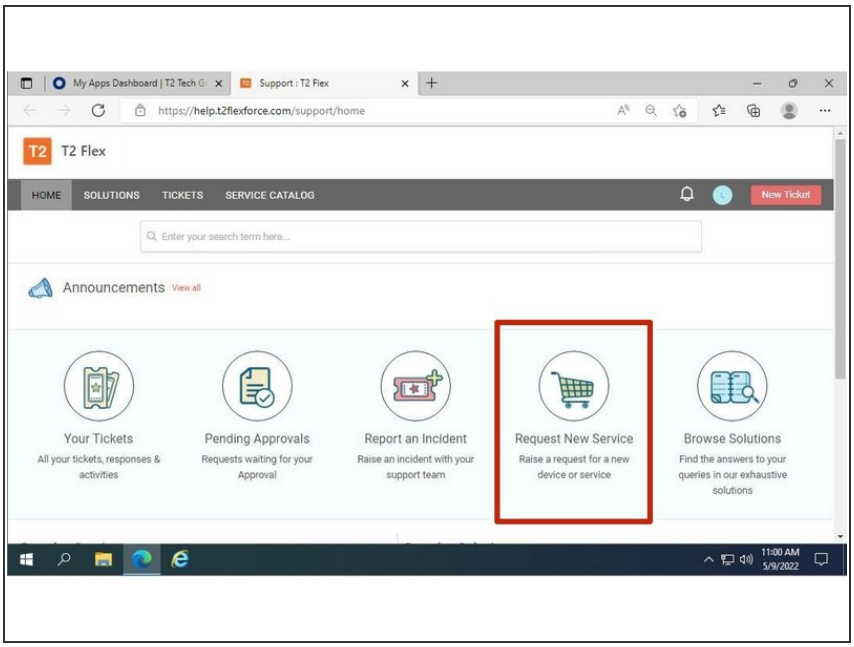


⚠ Before proceeding, you must already be logged into your T2 Tech or T2 Flex Dashboard.

[CLICK HERE to Access your T2 Group Dashboard]

- Click on the **Freshservice HelpDesk** tile on your dashboard

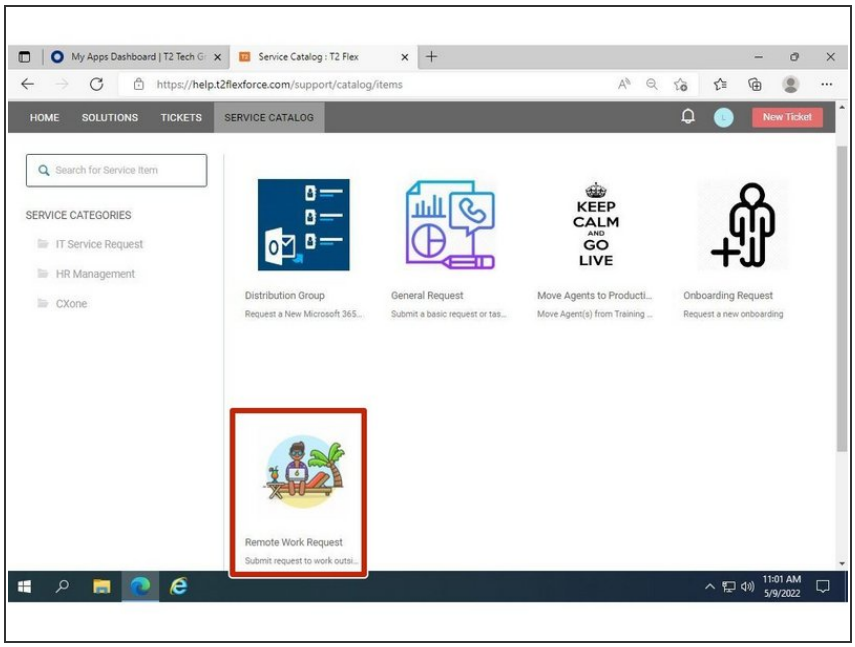
Step 2



- Click **Request New Service**

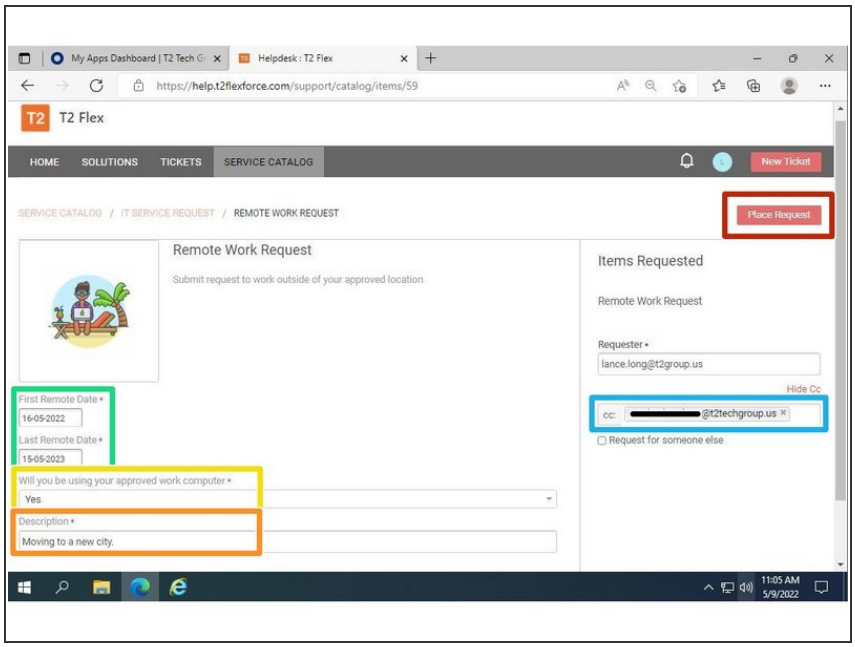
This document was generated on 2024-05-21 04:34:25 AM (MST).

Step 3



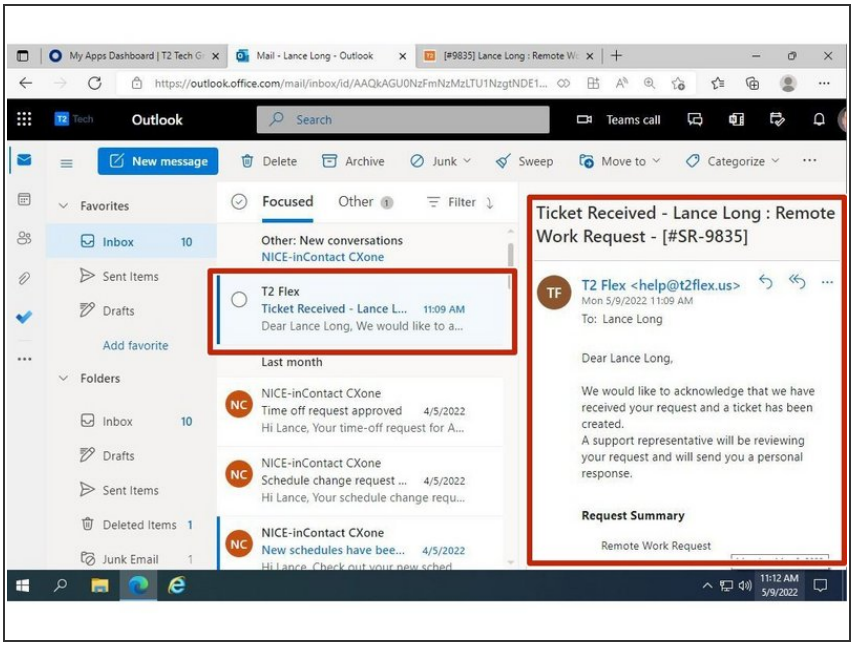
- Click **Remote Work Request**

Step 4



- Provide the **First and Last Remote Date**
- *If the last remote date is undetermined, select one year out.*
- Select if **You will be using your approved work computer**
- Enter a **Description** of your request
- **CC your Supervisor**
- Click **Place Request**

Step 5



ⓘ You will receive an email each time your ticket is updated.

- Check for a **T2 Flex email**