How to use the new Physics Ticketing System (University of Houston)

1.) Visit [http://tickets.phys.uh.edu](http://tickets.phys.uh.edu)
2.) Click on Submit a ticket:

3.) Select the drop down and pick the category that you need assistance with and click “Click to Continue”

4.) Fill in your Ticket details:
   a. **Important**: Be sure to input your email address correctly, you will need this to access your ticket in the future.
   b. Attach any files that you may need.
   c. Fill in the SPAM Prevention before attempting to submit.
5.) Click Submit Ticket
   a. The next screen will appear upon successful ticket creation. **Note**: The Ticket ID is required if you need to access the ticket.
   b. You will receive a confirmation email with ticket information also.

   ![Ticket submission screen]

How to view your ticket(s):

1.) Visit [http://tickets.phys.uh.edu](http://tickets.phys.uh.edu)
2.) Click on “View existing tickets”

![View existing tickets interface]

3.) Input your Ticket tracking ID and associated Email Address (used in ticket creation):
4.) Click on “View ticket”

![View ticket interface]

5.) You will then see your ticket details and can respond accordingly.

Thank you for using the UH Physics Ticket System 😊