

Requesting Records From Storage Instructions

To request a record from storage, you will use the new “Requesting a Record” tool based on the current “HelpDesk” tool.

- Go into your email
- Click on “To”
- From the Global Address list select “Records”
- Type in your request
- Send
- If you have problems or questions, call Dawn Phoenix – Business Office 648-7564 ext. 3629.

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