

IT Ticketing System

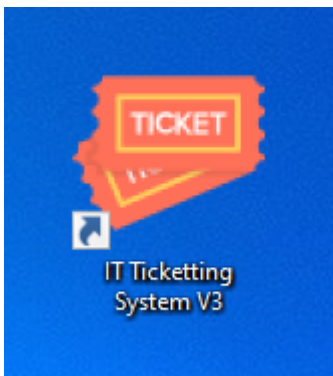
- [Introduction](#)
- [Login to the system](#)
- [Account Registration](#)
- [Forgot Password](#)

Introduction

Welcome to the IT Ticketing System

Our comprehensive solution for managing and resolving IT-related issues efficiently and effectively. This system is designed to streamline the process of reporting, tracking, and resolving technical problems, ensuring a seamless and productive experience for all MGM Food and Blendwell employees.

The IT Ticketing System can be accessed directly from your workstation computer upon logging into your account. An icon named "**IT Ticketing System V3**" is included among your desktop items.

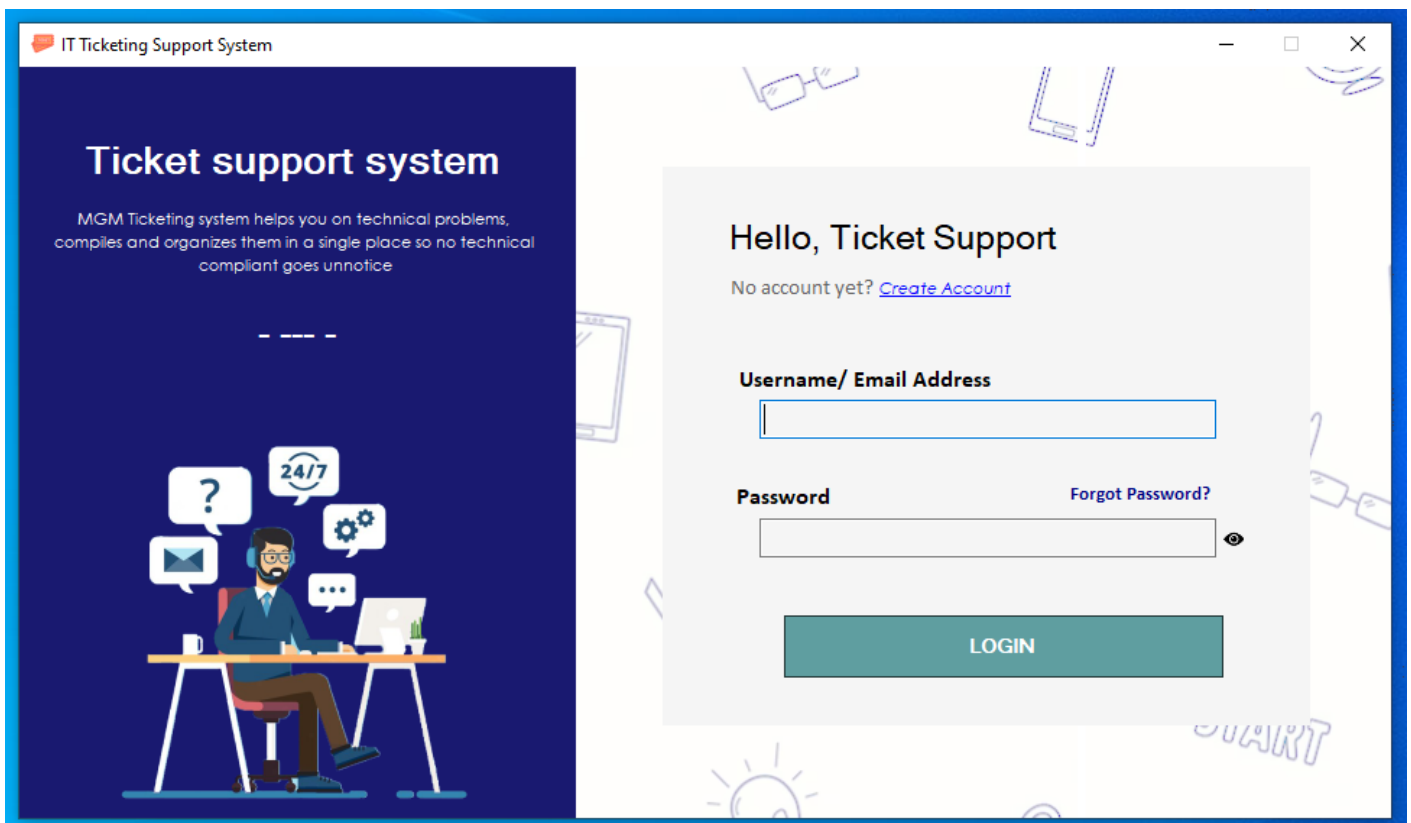


IT ticketing System shortcut on your desktop computer

Login to the system

To log in to the system, you need to locate the "**IT Ticketing System V3**" icon on your desktop and double-click it.

A login page will appear. This is where the program starts. Users must enter their credentials to log in to their respective accounts.



Account Registration

If you don't have an account yet, you can create one independently by clicking on the "[Create Account](#)" link from the [Login](#) page.

Hello, Ticket Support

No account yet? [Create Account](#)

A form will appear where you need to fill in all the details related to you.

Hello, New User!

☐ Not yet registered in company?

Employee ID:

Branch:

* Employee Name:

* Department:

Position:

* Role:

* Email Address: @mgmfoods.com.ph

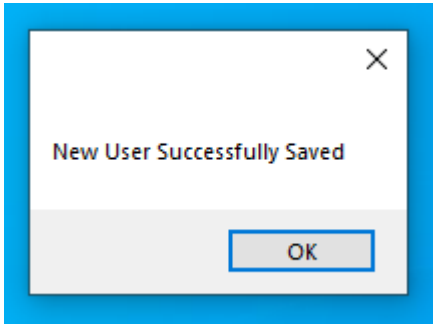
* Username:

* Password:

Confirm Password:

Submit

You will receive a **Notice** upon successful registration.



An email confirmation will be sent to your email upon successful registration

User Regsitratio Reciept

IS

IT Support
To: IT Admin
Cc: IT Support

😊

↩ Reply


↩ Reply all

➡ Forward


📧

⋮

Thu 6/6/2024 9:42 AM

 BW

IT Ticketing System



Congratulations!


Registration Complete.

Hi ITAdmin,

You have successfully completed user registration on IT Ticketing System.
You can now use and create a ticket on every IT Job Tasks.

Thanks,

IT Department

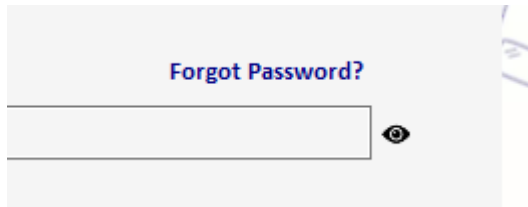
 BW

Copyright © MGM Food and Commodities Corporation & MGM Bledwell Corporation

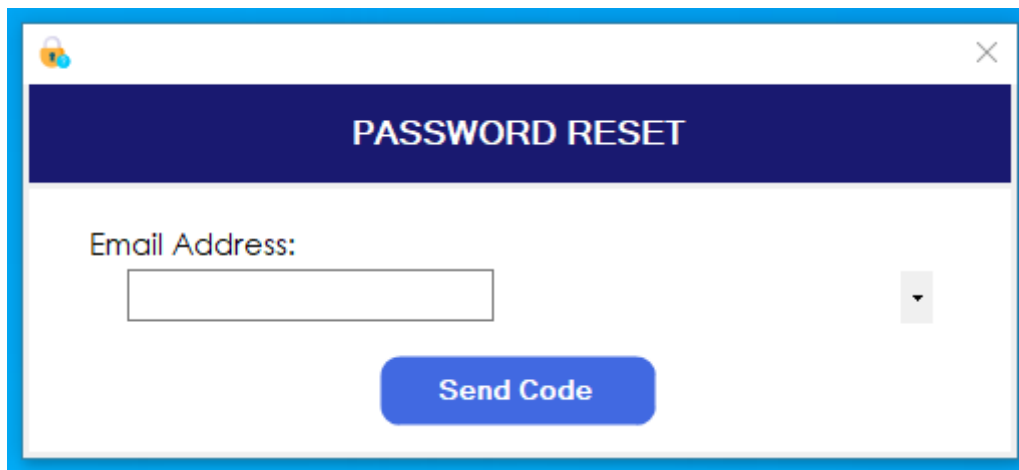
You can now proceed to [Login](#) on the system.

Forgot Password

If you forget your password, you can reset it by clicking the "[Forgot Password?](#)" link on the login page.



You'll need to provide your company email address to receive the password reset code.

A screenshot of a "PASSWORD RESET" modal window. The modal has a dark blue header with the text "PASSWORD RESET" in white. Below the header, the label "Email Address:" is followed by a white input field. To the right of the input field is a small grey dropdown arrow. At the bottom of the modal is a blue button with the text "Send Code". The modal is framed by a blue border and has a close button (X) in the top right corner.