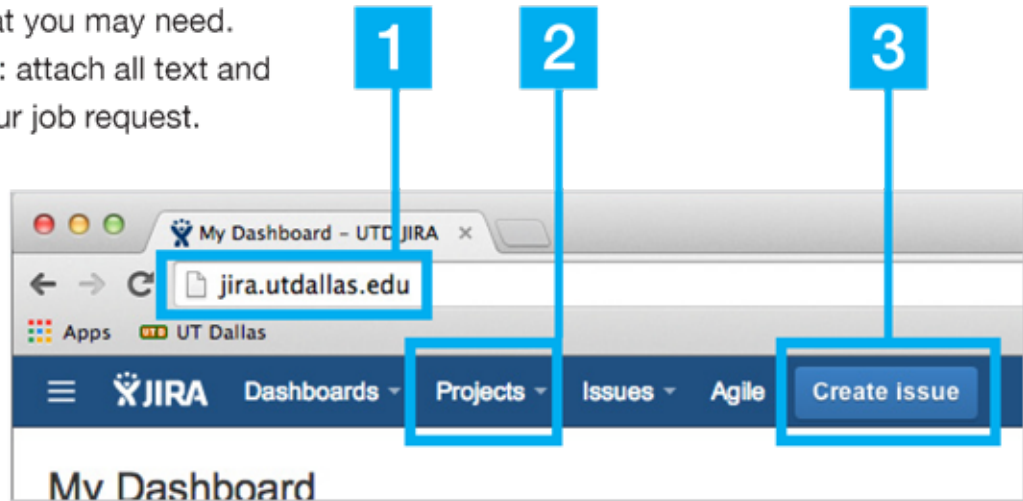


# Student Affairs Marketing

[utdallas.edu/samarketing](http://utdallas.edu/samarketing)

## Submit a Job Request

1. Log into [jira.utdallas.edu](http://jira.utdallas.edu) with your NetID.
2. Click **Projects**. Browse and select **Student Affairs Marketing (SAM)**.
3. Click **Create Issue**.
4. Complete the pop-up form. Describe your event/program and what you may need.
5. **CONTENT REQUIRED:** attach all text and graphics needed for your job request.
6. Click **Create**.



## About JIRA

[jira.utdallas.edu](http://jira.utdallas.edu)

JIRA is the marketing team's project tracking app.

For JIRA access and support, contact [Jenni Huffenberger](#)

4-6

A screenshot of the 'Create Issue' form in JIRA. The form includes fields for 'Project' (set to 'Student Affairs Marketing'), 'Issue Type' (set to 'Task'), 'Summary' (with the text '3x5 Postcard for ABC Event'), 'Due Date' (set to '28/Nov/14'), 'Assignee' (set to 'Unassigned'), and 'Cost Center' (set to '123456'). There is a large text area for 'Description' with the placeholder text 'Describe your job request here.' Below this is an 'Attachment' section with a dashed box and a 'Select files' button. At the bottom, there is a 'CC' field and a 'Create' button. A blue callout box with the number '4-6' is positioned to the left of the form, with a line pointing to the 'Attachment' section.