Submit a Job Request
1. Log into 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
JIRA is the marketing team’s project tracking app.

For JIRA access and support, contact Czarina Cando at x6262 or czarina@utdallas.edu.