

Knowledgebase > <u>Web & Communications</u> > <u>Instructions to create SOM Web Cherwell request ticket</u>

## **Instructions to create SOM Web Cherwell request ticket**

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- 1. Go to: <u>https://itsupport.vcu.edu/</u>
- 2. Click School/Unit Specific Support
- 3. Click School of Medicine
- 4. Click SOM Web Services and then select your action from one of the nine request types