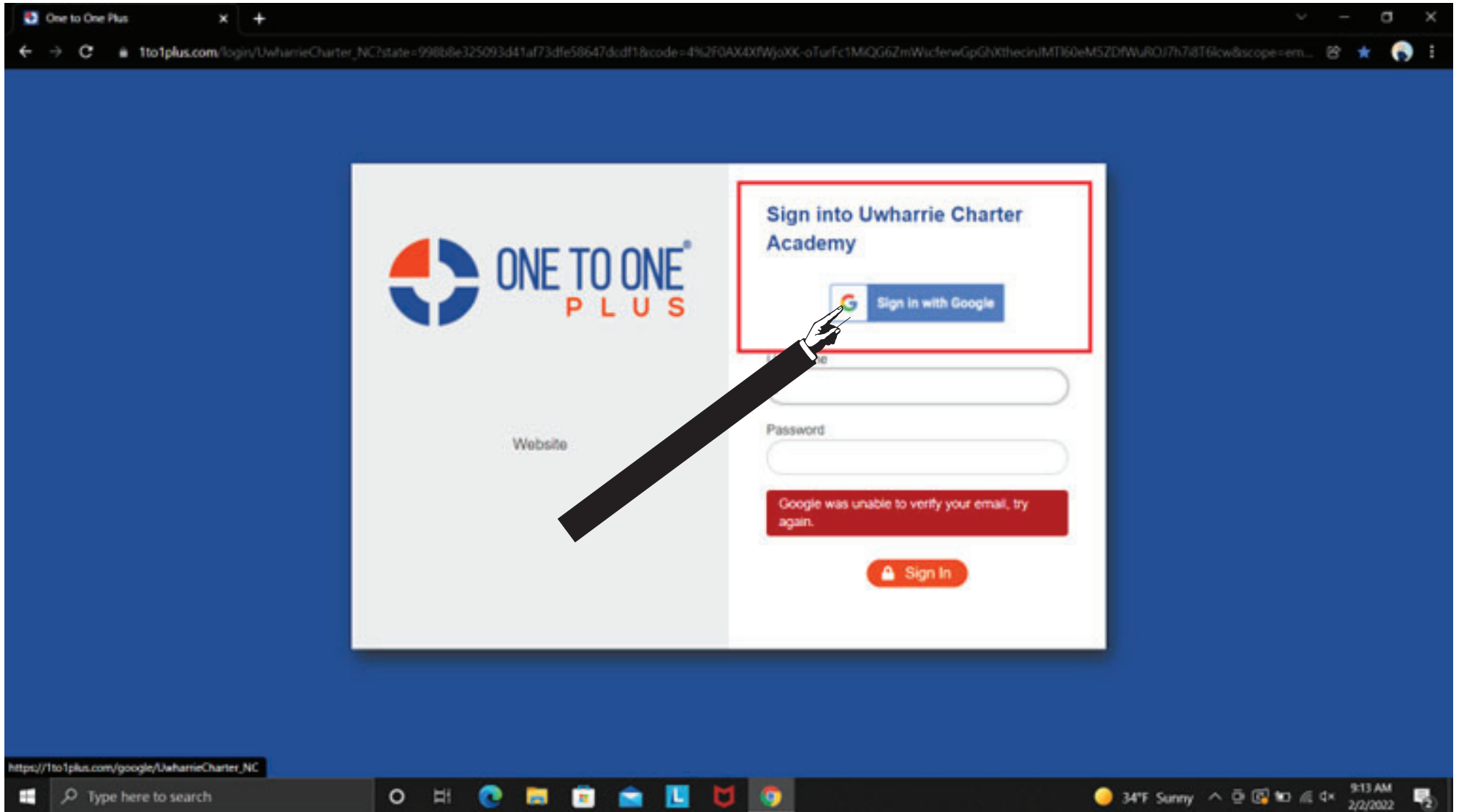# How to Enter UCA Support Tickets

## One to One Plus Ticket Site

**To start with One to One Plus, you will need to log in through Google with the special link provided. Logging in without clicking 'Sign in with Google' will not work.**



**Log in using your UCA Google Account**

**Now you will select the appropriate category for the ticket you are trying to submit.**

Now you will see several prompts asking for different types of information. Please provide all information possible when submitting a ticket. Now you will select the appropriate category for the ticket you are trying to submit.



# Fill as many boxes as possible!

Now you should see a 'Files' tab, this will allow you to attach any pictures/files that may provide additional information. When you have filled out all of the boxes, hit save and your ticket will be submitted!



Further updates for tickets will be sent to you via email. Some cases may require you to log in to One to One again, but you will be notified if this is required.