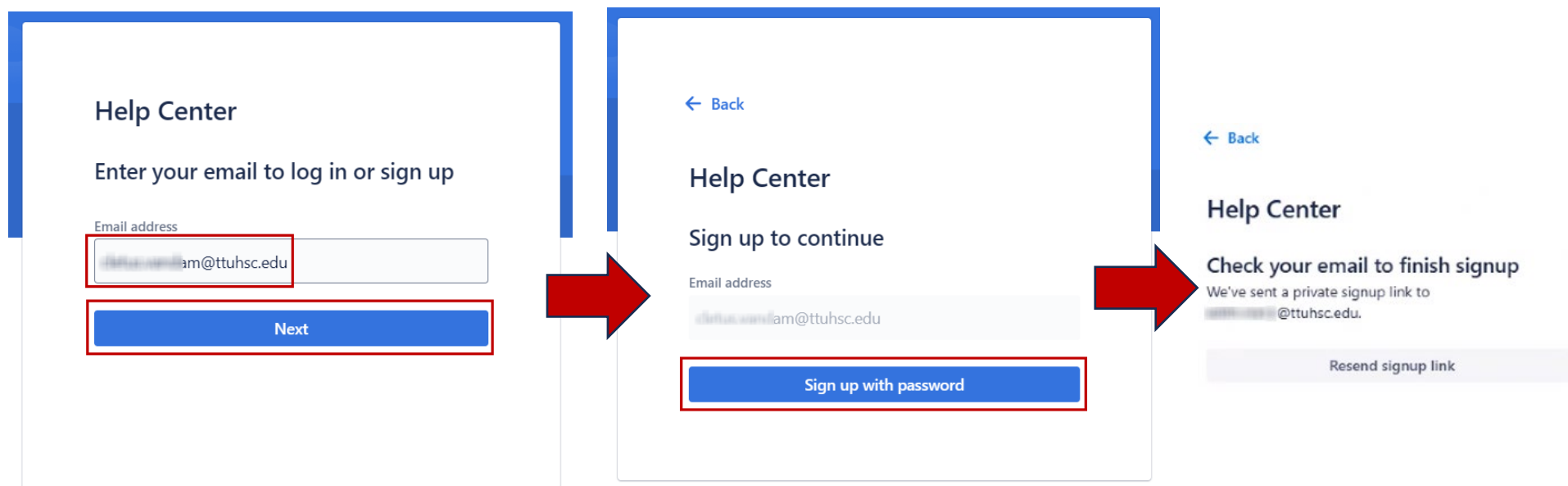


# Help Center Registration – Jira Service Management

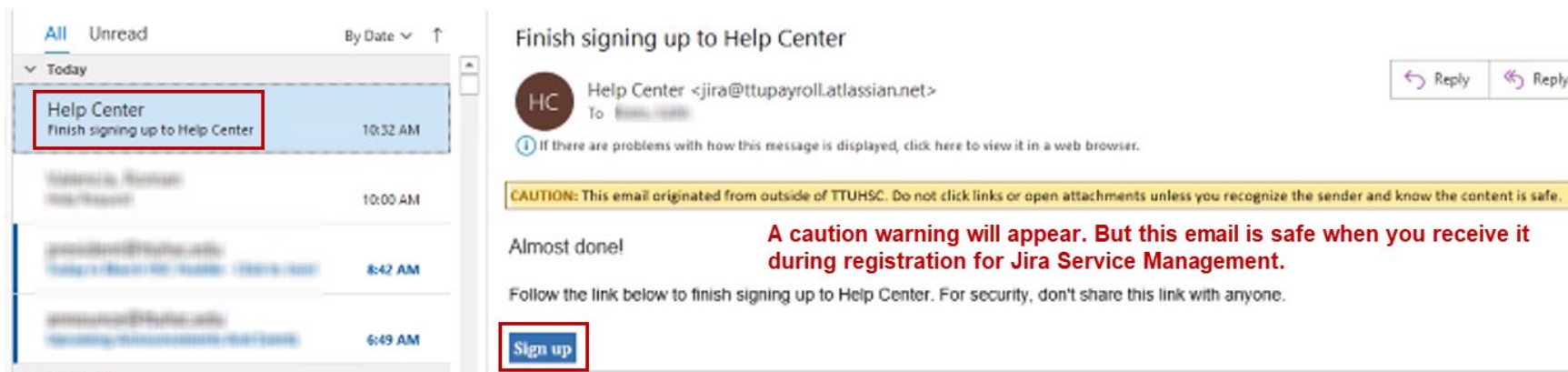
This guide instructs on how to register for the Payroll & Tax Services [Help Center](#) in Jira Service Management.

## Registering for the Help Center

1. Enter your ttu.edu or ttuhsc.edu email address in the email address field and click “Next”. Then click “Sign up with password”.



2. Open the email from **Help Center (jira@ttupayroll.atlassian.net)**. Then click “Sign up”



3. A new browser window will open. Enter your full name and desired password. When finished, click “Sign-up”.

The screenshot shows a web form titled 'Help Center' with the subtitle 'Sign up to continue'. The 'Email address' field is pre-filled with 'edith.nieto@ttuhsc.edu'. The 'Full name' field contains 'Cletus Vandam' and is highlighted with a red box. The 'Choose a password' field contains a masked password '\*\*\*\*\*' and is also highlighted with a red box. At the bottom, there is a blue 'Sign up' button highlighted with a red box. A disclaimer at the bottom states: 'By clicking Sign up, you agree to the Privacy Policy and this Notice and Disclaimer.'

4. Your registration is complete. You will now see the Payroll & Tax Services Help Center.

The screenshot displays the 'Help Center' interface. At the top left, the text 'Help Center' is visible. In the top right corner, there is a 'Customize' button with a pencil icon and a user profile icon labeled 'RV' with a notification count of '4'. The main header area has a blue background with a city skyline silhouette and the text 'Welcome to the Help Center'. Below this is a white search bar with a magnifying glass icon and the placeholder text 'Search for information'. Under the search bar, the word 'Portals' is displayed. There are two white rectangular boxes with thin borders. The left box is titled 'Coming Soon' in blue and contains the text 'Coming Soon! Additional support request topics from Payroll & Tax Services.' The right box is titled 'TimeClock Plus Support' in blue and contains the text 'Welcome! Need help with TimeClock Plus? Submit a request!'.

Help Center

Customize RV 4

## Welcome to the Help Center

Search for information

Portals

**Coming Soon**

Coming Soon! Additional support request topics from Payroll & Tax Services.

**TimeClock Plus Support**

Welcome! Need help with TimeClock Plus? Submit a request!