**Summary:** The IT Self Service page allows for 2 unique methods for finding information. This document discusses both of these options.

For questions regarding this area, its documents, or access issues, please contact the CCS Help Desk at 365-8425.

**To Access the IT Self Service Page:**

1. Click on the Internet Explorer icon on the desktop.
2. In the address bar, type in [columbus.atlassian.net](https://columbus.atlassian.net/wiki/download/attachments/2032307/columbus.atlassian.net).
3. Press Enter. A screen similar to the following will appear:



**To Use the Navigation Pane:**

1. Click on plus (+) sign next to the page to be viewed.
2. Locate the appropriate page.
3. Click on the title of the page to display the page.

**NOTE:** Users can also click on a page to see the list of child pages below it.

**To Use the Search Function:**

1. In the Search box at the top of the navigation pane, type in a word or words to search on.
2. Click Search button.
3. A list of documents will appear that contain the word or words.
4. Click on the title of the page to display the page.