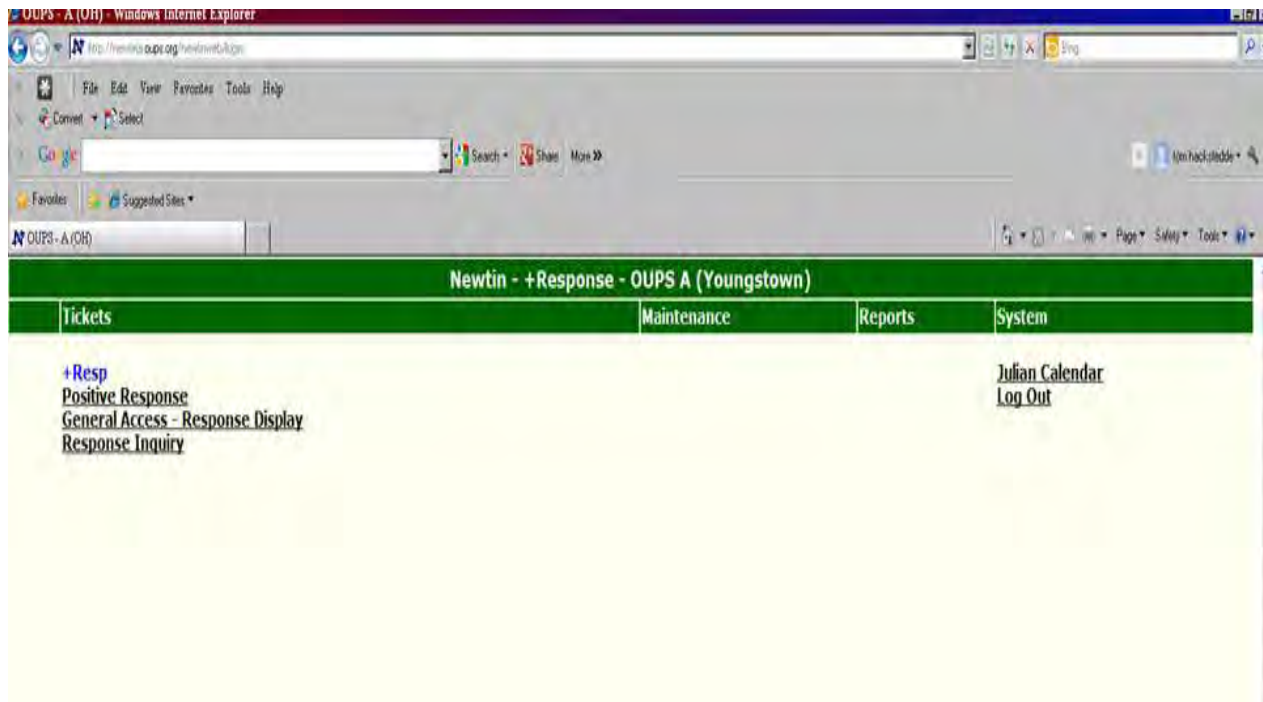
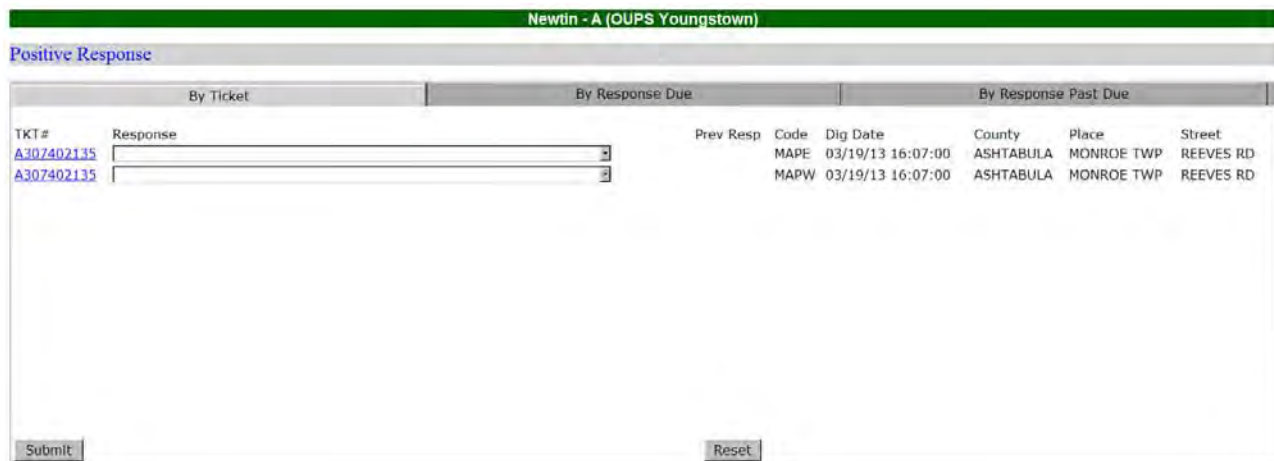




Once you hit the website, <http://newtin.oups.org>, you will enter your username/password. From this point you will be at the following screen. Click on Positive Response



Once on this screen you will click on the “By ticket” tab. Enter the ticket # and submit.



If you have not signed up to post responses you can email [IT@oups.org](mailto:IT@oups.org) and we will contact you to get setup.