

# How to Request Access to Service Desk (Solar Winds)

**Purpose:** Use this document as a reference for how to request access to the ctcLink/SBCTC Service Desk (Solar Winds).

**Audience:** ctcLink College Leaders

1. College ctcLink leadership point of contact sends an email to both Dani Bundy ([dbundy@sbctc.edu](mailto:dbundy@sbctc.edu)) and Roger Curry ([rcurry@sbctc.edu](mailto:rcurry@sbctc.edu)) to request access for staff at your college campus. Please include the list below in the request.
  - a. First Name
  - b. Last Name
  - c. EMPLID
  - d. Email
  - e. Phone
  - f. Job Title
  - g. Pillar Area
2. ctcLink leadership will be notified when Solar Winds access has been set up.