VET Moodle – Digitisation requests

Requesting digitised readings (formally CROs)

The process for requesting the digitisation of a resource for use in your unit can be done via the SDesk.

1. Click on the Library and IT Service Portal

![Library and IT Service Portal]

- The IT and Library Services Portal provides staff and students with the opportunity to easily report issues or make requests to TaSAC. You can also view, track and monitor your existing requests in one central location.

   For Staff & Students [GO >>]

2. Select the Library option

3. Select Course Resources Online (CRO) for VET

   ![Library]

   [Course Resources Online (CRO) for VET]

   VET teaching staff only - request a Course Resource Online (CRO)

4. You will be directed to another page which contains the Course Resources Online (CRO) request form.

5. Fill in all required details.

6. When completed click on “Send Request”