HOW TO: REQUEST A CHANGE ORDER WITH TDX (TEAM DYNAMIX)

1. Navigate to the SJECCD SSO webpage. [PG2 Single Sign-On (sjeccd.edu)]
2. Select “Team Dynamix”.
3. Select “General Services” from the tab menu.
4. Select “Change Order Request” from the Quick Links menu.
5. Select “Create Request”
6. Enter details for your Change Order Request on the following screen. Ensure all required fields are completed.

7. Attach supporting documentation as necessary. Select “Submit”.

8. Upon submission of your Change Order Request, it will be routed to the following workflow:
   a. Manager Approval
   b. Business Services Approval
   c. Purchasing for processing of BPO Renewal.

9. For questions, please contact the Purchasing Department. More Purchasing resources are available on the Purchasing Toolbox.