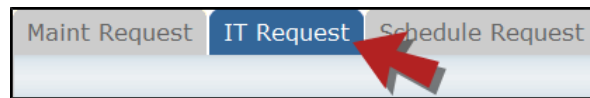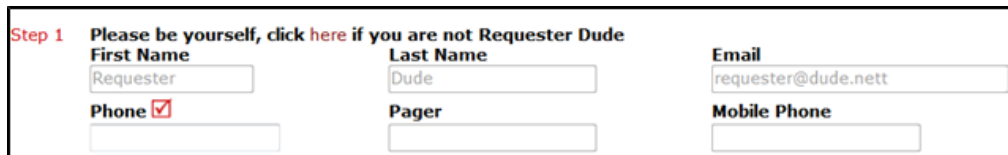# How to Submit a Request

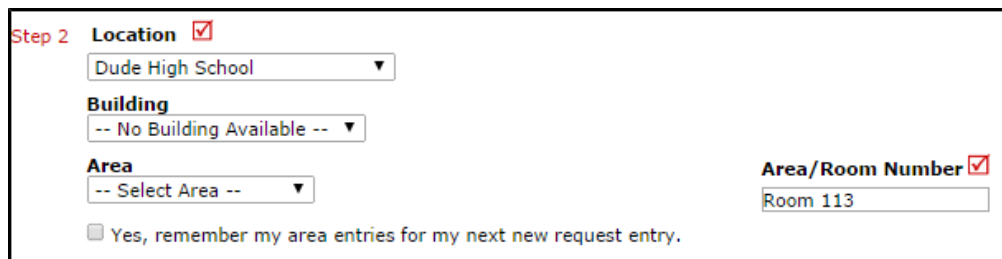- ## Make sure you are on the **IT Request** tab at the top of the screen.

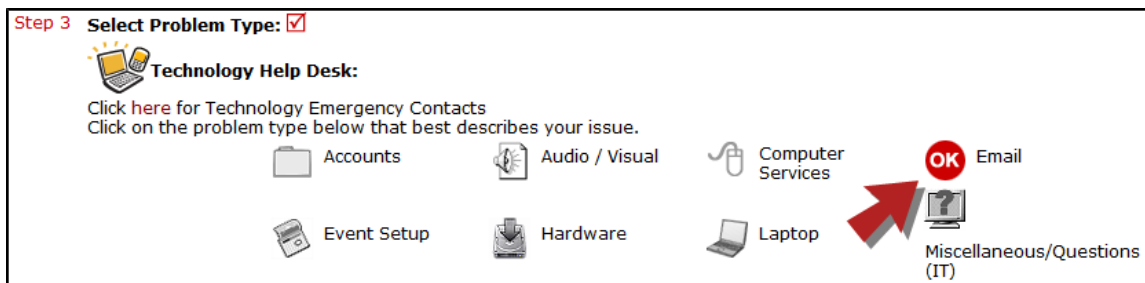*Note: Any field marked with a red checkmark is a required field.*

- **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.
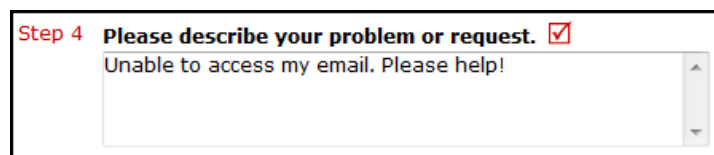

- **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- **Step 3**: Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4**: Type in a description of the problem.

- **Step 5**: Enter a **Tag Number** if necessary for a specific piece of equipment that needs to be worked on.
- **Step 6**: Enter a **Time Available**, such as a planning period, when workers can come by.
- **Step 7**: Select a **Purpose** for the work if applicable.
- **Step 8:** Attach a file to the request if necessary (i.e. a picture of damage or screenshot).
- **Step 9:** Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My IT Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On the **My Requests** page you will see up-to-date information on your requests including the current status, incident ID number, and action taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking GO.