How to Create a Service Request for Yourself

Most work will begin with a Service Request filled out by a CAMIS Liaison.

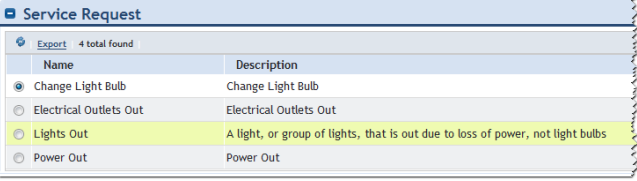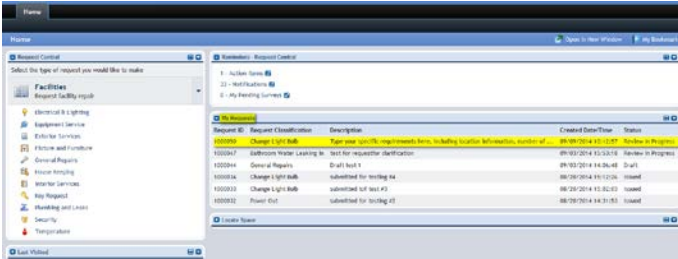| Step	Action	Result
1.	From the Request Central portlet, click the category of the type of request being submitted	The home page for the specific category will display:
NOTE	Required fields are marked with a red asterisk: * You must fill in these fields at a minimum in order to save the Service Request	
2.	Leave the radio button selection next to the "Me" option	
3.	In the Requested Details section, confirm the information in the following fields is correct: -Building -Floor -Room -Organization Use the magnifying glass to search for the building/room/floor if you need to change the defaulted information.	
NOTE	The Building, Floor, Room become the Primary Work Location on a work task. The Organization becomes the Customer Organization on the work task.	
4.	Enter the description of the work being requested in the "Describe Your Request" field	

Step	Action	Result
5.	In the Service Request portlet, click the radio button to the left of the specific reason for which you are submitting the Service Request 	
NOTE	Additional information can be added by expanding the following portlets: -Related Documents. This information may not flow to the work task so make certain to reference it in the description.	

Step	Action	Result
6.	Click the [Submit] button	System will return to your Home page where you can link to your Service Requests:
		Note: the following emails will be generated
		-to the submitter confirming the Service Request has been received:
		- to the building supervisor(s) that the request requires action
7.	**End of procedure** – you have now created a service request on behalf of yourself	