



SUBMIT A SERVICE REQUEST: QUICK REFERENCE

1	GO TO:	my.fs.illinois.edu
2	LOG IN:	Select Login on the portal menu to display the Blue Stem Login Screen. Enter your NetId and password.
3	REQUEST A SERVICE	Select Service Request from the portal menu.
4	SELECT A SERVICE REQUEST TYPE	Select Contractor Services to request a specific outside contractor; select Service Request for all others.
5	ENTER DESIRED COMPLETION DATE	Type the date using mm/dd/yy format or click the Calendar Icon to select a date.
6	ENTER CONTACT INFORMATION	Entry Person and Requestor will be assigned by default to the Netid used to log in to the system. You will need to assign a Primary Contact. The Entry Person role cannot be changed.
7	ENTER BUILDING NUMBER	Key the Building Number and hit the tab key or type all or part of a building name and click the Look Up icon to view/select from available matches.
8	ENTER ROOM/ AREA	What room/area (if applicable) is the problem in. If the list does not contain the required room number, please enter in description field.
9	ENTER SERVICE REQUEST DESCRIPTION	Enter as much information as you think is necessary to describe the service you require. If it's a problem issue, describe as completely and concisely as possible.
10	ENTER ACCOUNT INFORMATION	Click on the Account tab; select account information for the requestor. Select the type of Account from the Show: drop-down menu.
11	ENTER ADDITIONAL INFORMATION	Click Additional Information to supply additional information. Click the Submit Request link.
12	SUBMIT	Record the assigned service request number and click the Close button.