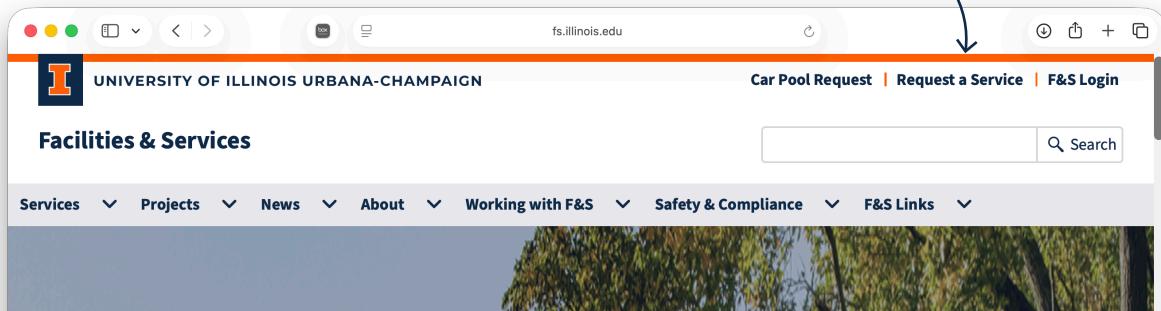




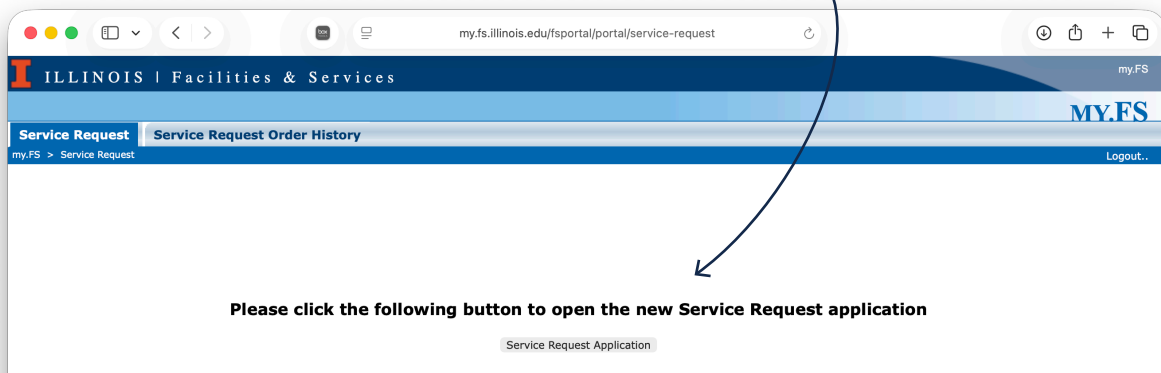
PROCESS FOR ORDERING “ALL GENDER RESTROOM” SIGNAGE

INSTRUCTIONS:

1. Navigate to my.fs.illinois.edu
2. Select “Request a Service” from the top bar

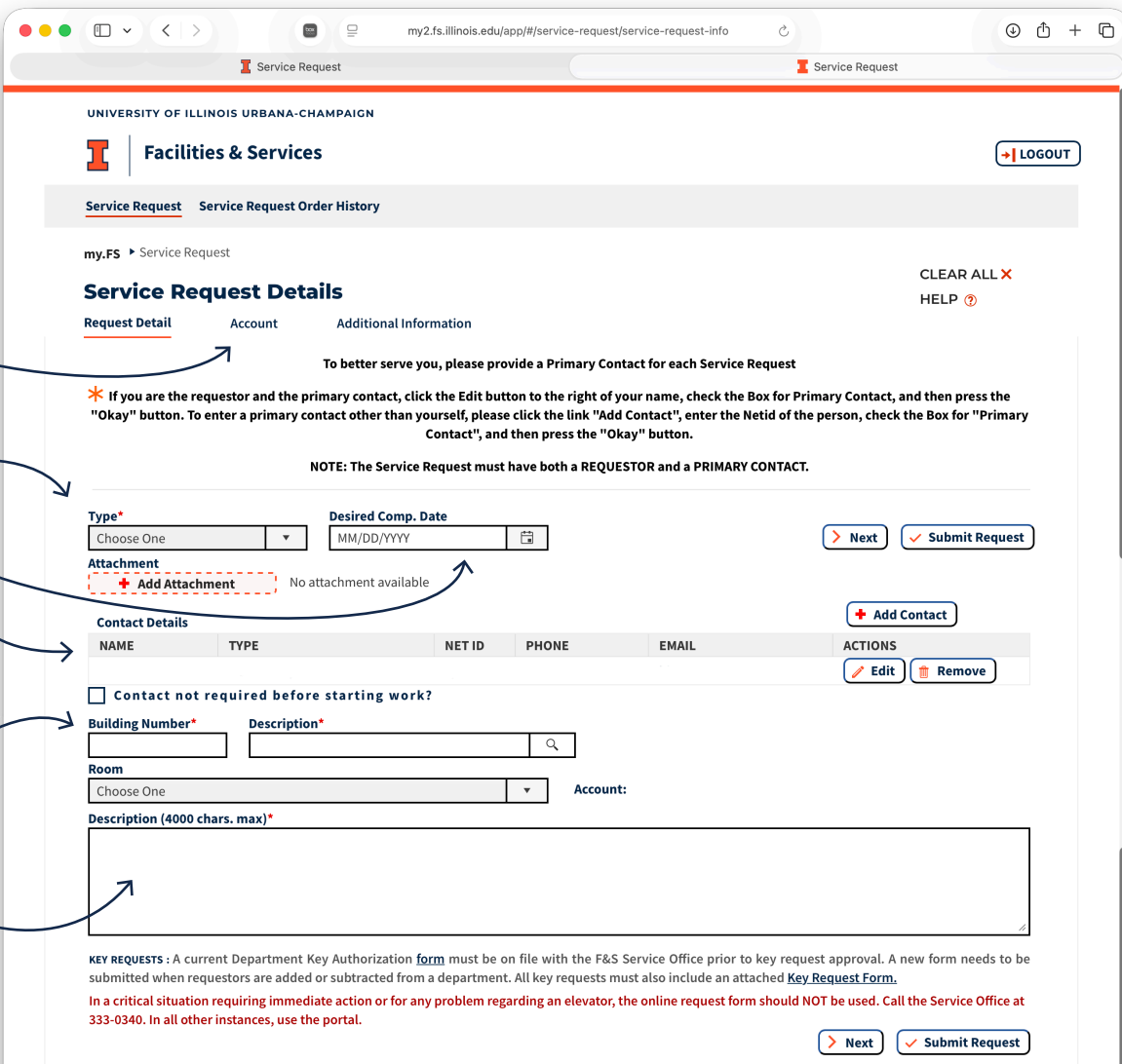


3. Sign in with University credentials when prompted.
NOTE: Only authorized users for building services requests can access this function.
4. Select the “Service Request Application” button



CONTINUED ON NEXT PAGE

1. Once inside the application, fill out the following information:
 - A. Insert the appropriate **ACCOUNT INFORMATION**, via the Account tab, for this service request.
 - B. Select the **TYPE OF SERVICE**, "Service Request"
 - C. Select **DESIRED COMPLETION DATE**
 - D. The **CONTACT INFORMATION*** will be the user submitting the request
 - E. Select your **BUILDING AND ROOM** Information
 - F. In the **DESCRIPTION**, be clear to request the "All Gender Restroom" sign and any specifications for coloring or style to match your building
2. When all necessary fields are complete, **SUBMIT** the request.



The screenshot shows the 'Service Request Details' form in the University of Illinois Facilities & Services portal. The form is divided into several sections: 'Request Detail', 'Account', and 'Additional Information'. The 'Request Detail' section includes fields for 'Type' (a dropdown menu), 'Desired Comp. Date' (a date picker), and an 'Attachment' section with an 'Add Attachment' button. Below this is a 'Contact Details' table with columns for NAME, TYPE, NET ID, PHONE, EMAIL, and ACTIONS (Edit, Remove). There is also a checkbox for 'Contact not required before starting work?'. The 'Additional Information' section includes 'Building Number*', 'Description*', 'Room' (a dropdown menu), and 'Account:'. A large text area for 'Description (4000 chars. max)*' is at the bottom. The form has 'Next' and 'Submit Request' buttons at the end of each section. Annotations A-F are placed on the left side of the form, with arrows pointing to the 'Type' field (A), 'Desired Comp. Date' field (B), 'Add Attachment' button (C), 'Contact Details' table (D), 'Building Number' and 'Description' fields (E), and the large description text area (F).

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN
Facilities & Services

Service Request

my.FS ▶ Service Request

Service Request Details

Request Detail Account Additional Information

To better serve you, please provide a Primary Contact for each Service Request

* If you are the requestor and the primary contact, click the Edit button to the right of your name, check the Box for Primary Contact, and then press the "Okay" button. To enter a primary contact other than yourself, please click the link "Add Contact", enter the Netid of the person, check the Box for "Primary Contact", and then press the "Okay" button.

NOTE: The Service Request must have both a REQUESTOR and a PRIMARY CONTACT.

Type* Desired Comp. Date

Choose One MM/DD/YYYY

Attachment

+ Add Attachment No attachment available

Contact Details

NAME	TYPE	NET ID	PHONE	EMAIL	ACTIONS
					<input type="checkbox"/> Add Contact <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Contact not required before starting work?

Building Number* Description*

Room

Choose One Account:

Description (4000 chars. max)*

KEY REQUESTS : A current Department Key Authorization [form](#) must be on file with the F&S Service Office prior to key request approval. A new form needs to be submitted when requestors are added or subtracted from a department. All key requests must also include an attached [Key Request Form](#).

In a critical situation requiring immediate action or for any problem regarding an elevator, the online request form should NOT be used. Call the Service Office at 333-0340. In all other instances, use the portal.

Next Submit Request