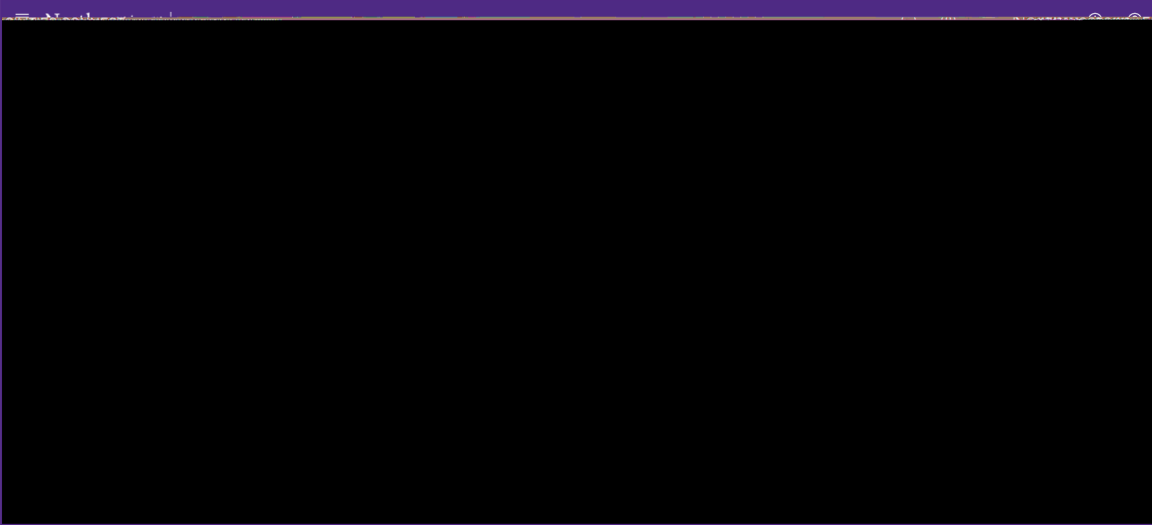
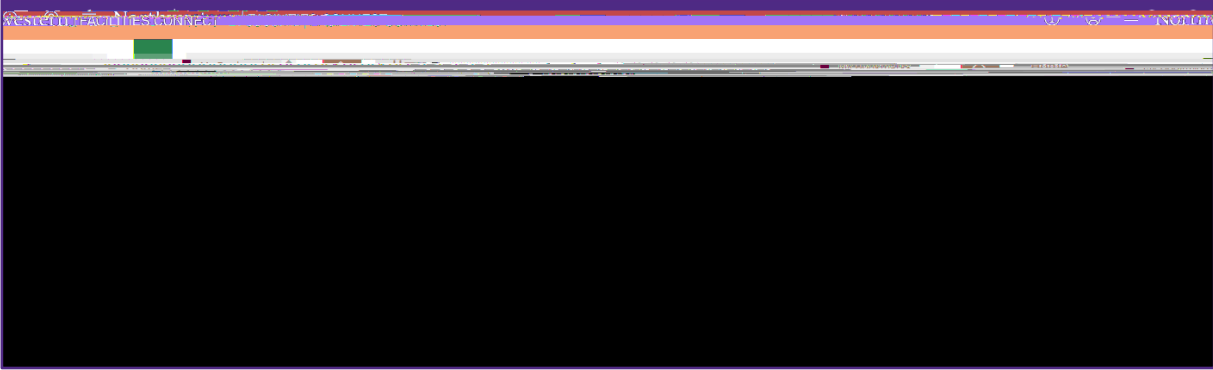




Provides guidance for locating Service Requests in Facilities Connect.

DIRECTIONS:

- 1 If you are looking for an **Active Service Request**:





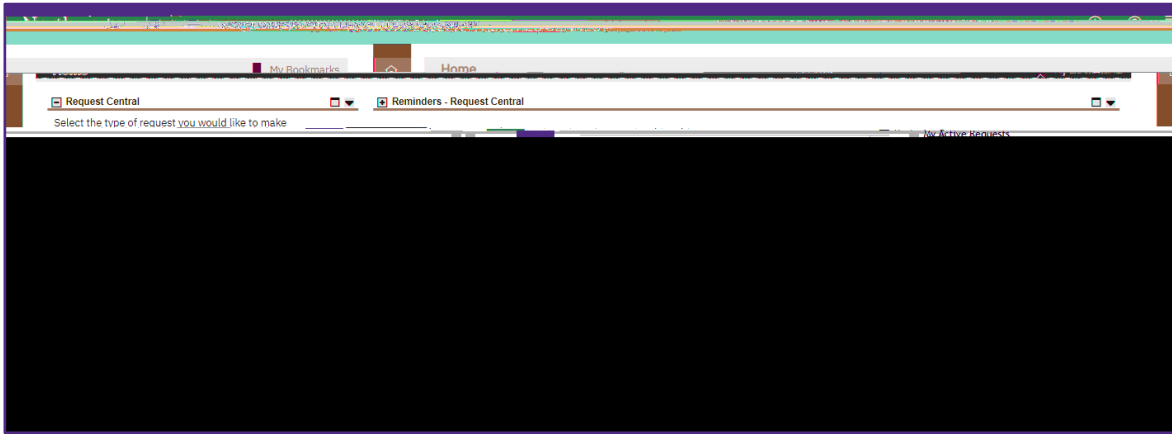
DIRECTIONS:

3

If you are looking for a **Service Request**, that is either **Pending Approval** (Review in Progress); **Returned** (Not Approved); or is no longer active;

Locate the **My Request History** section.

Click on the **Maximize** button to open the full list.



4

To search for a specific **Service Request**:

Use the **Search Fields**

