QUICK REFERENCE MY.FS

Submit a Service Request

1	Open browser; launch the portal	http://my.fs.illinois.edu/
2	Login to the system	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 the Desired Completion Date	*Type the date using **mm/dd/yy** format or click the Calendar Icon to select a date.*
6	Enter Contact information	*System defaults to the person logged in as **Entry Person, Requestor,** and **Primary Contact**. Make changes to the Contact Information using the **Add Contact** or **Edit Contact** links.*
7	Enter the 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 the available matches.*
8	Enter the service request Description	*Key in as much information as you think is necessary to describe the service you require. If it is a problem issue, describe the problem as completely and concisely as possible.*
9	Enter the Account information	*Click on the **Account** tab; select the account information for the requestor. Select the type of **Account** from the **Show:** dropdown menu.*
10	Enter Additional information	*Click **Additional Information** to supply optional information.*
11	Submit the request	*Click the **Submit Request** link. Record the assigned service request number and click the **Close** button.*

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QUICK REFERENCE MY.FS

Reserve a Vehicle

1	Open browser; launch the portal	http://my.fs.illinois.edu/
2	Login to the system	*Select **Login** on the portal menu to display the Blue Stem Login Screen. Enter your NetId and password.*
3	Request a vehicle reservation	*Select **Car Pool** from the portal menu.*
4	Complete page one of the form	***Requestor NetId, Name, Phone** and **Email** default from directory. Requestor must be a U of I employee to submit a reservation.*
5	Select a **Vehicle Type**	*Choose the desired vehicle type from the dropdown menu.*
6	Enter **Pickup/ Return** dates and times	*Type the date using **mm/dd/yy** format or click the Calendar icon to select a date. Choose a time from the dropdown menu. If return is after hours, select closest available time.*
7	Enter **Destination**	*Select **State** from the dropdown menu. Type in **City** name.*
8	Enter **Reason for Trip**	*Provide the work related purpose for reserving the vehicle. Click **Next** button.*
9	Enter **Driver's Name**	*Last name first. Driver must be a U of I employee.*
10	Enter **Account** information	*Requires first five fields of the CFOAPAL (Chart, Fund, Organization and Program) OR work order and phase.*
11	Enter any **Comments**	*Type in any special information that applies to the reservation.*
12	Submit the request	*Click the **Save Reservation** button. Record the assigned service request number and click the **Close** button.*

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