## New Service Request

1. Go to the F&S Portal <https://my.fs.illinois.edu/fsportal/portal/>
2. Click on **Service Request**

 

If you have not logged into the portal, you will be required to login:

### Login to the portal

1. Go to the F&S Portal <https://my.fs.illinois.edu/fsportal/portal/>
2. Start the log process by selecting the Login option from the menu



**Select the Login option from the menu of options**

***Please note- informational messages may be displayed in this area to communicate with the end users.***

1. Key your **University NetID** (this is your BlueStem/Nessie Login) and press Continue 



1. **Press Continue**
2. **Enter your BlueStem / Nessie NetID**
3. Key your **University NetID password** and press Continue 
4. **Enter your BlueStem NetID password**
5. **Press Continue**

### Add Service Request Details (Required)

1. Select **Type** of Request:
	1. Service Request (default)
	2. Contractor Services
2. Fill in Desired Comp. Date: (optional, does not drive work - for informational purposes only)



1. The **Entry Person**, **Requestor**, and **Primary Contact** default to the person logged in.
	1. You can change the Requestor and Primary Contact by click on the  icon.



1. Fill in the **NetID** and press the “TAB” key (System will fill in the Employee Details)
2. Click the box(es) next to:
	1. **Requestor**
	2. **Primary Contact**
3. Other people can be an additional **Contact,** go back to Step 3 then Check **Contact** box
4. Click the button.



1. Fill in the Building Number (4 digit number)

OR

1. Type part of the Building Name and press the Look-up Icon .



1. Click the **Bldg** Number.



1. Select the Room (optional)
2. Fill in the Work Order Description.



1. After review of the information supplied, you must select the Account information for the Service Request

### Adding Account Information (Required)

1. Click on the **Account** “Tab”
2. Select the “Bullet” next to the AIM Account to be charged. (these are the accounts associated with the requestor)
	1. NOTE: there is a drop down list to display COLLEGE ACCOUNTS





### Adding Additional Information (Optional)

1. Click on the **Additional Information** “Tab”
2. All of these fields are Optional. Fill in as necessary.



### Attaching a Document to a Service Request



1. Select the Attachment icon 
2. Use the dialog box to upload files: 

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### Submitting Request to Service Office

Press the  Icon.

Your Service Request Number will be displayed:

