Service Request Form Home Page Overview

**Overview:** This job aid details the navigation and functions of the Service Request Form Home Page.

1. **Home Tab**
   - Current tab referenced with this tutorial

2. **Service Request Types**
   - Select the appropriate Service Request Form from the drop down (or click on the green tile). The four types of Services Request Forms include:
     - U.S. Postal Service
     - Intelligent Mail Package Barcode (IMpb)
     - FedEx/UPS/DHL, Freight
     - Campus Pickup

3. **Search Options**
   - Search Service Request Forms by:
     - Account Number
     - Service Request Form Number
     - MSU NetID
     - Date (defaults to 30 days, but is customizable)

4. **Help**
   - Links to contact information, technical requirements, and tutorials

5. **Username**
   - Displays the username

6. **Additional Forms**
   - International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form

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If you have questions, please contact Logistics at (517) 884-6203.