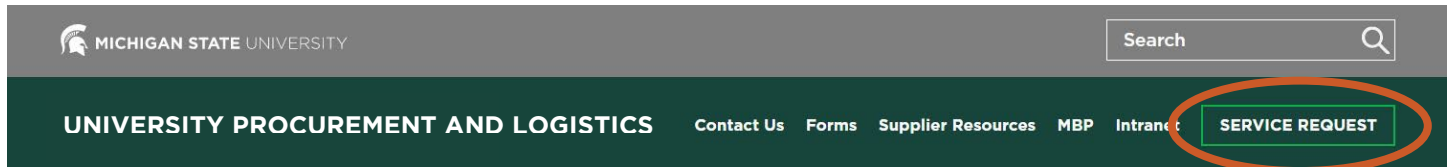


Search for a Service Request Form

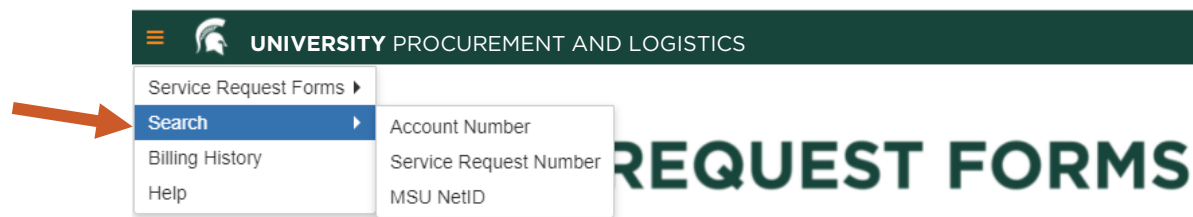
Overview: This job aid demonstrates how to find an existing Service Request Form.

1. To locate the Service Request Form, go to upl.msu.edu and click on the **Service Request** button.

Note: An MSU NetID and password is required to access the form.



- From the Service Request Form home page, click the **Search** dropdown. All three options—Account Number, Service Request Number, and MSU NetID will also include the ability to select a date range.



3. In this example, **Service Request Number** was chosen, though all search options function similarly.
 - a. Using the drop down, select the search function you would like to use.
 - b. Select a date range.
 - c. Enter the Service Request ID number (or the Account Number or MSU NetID, if using one of the other search functions).

Note: the information entered must be exact to return results
 - d. Click **Apply** or select the **Submit** button.
 - e. Optional: change the displayed columns by selecting the **Columns** button.
 - f. Optional: download an Excel spreadsheet of your search results using the **Export** button.

