



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 points to the 'Service Request Forms' dropdown menu in the navigation bar.

2. Service Request Types points to the four main service request form tiles: US Postal Service, Intelligent Mail Package Barcode (IMpb), FedEx/UPS/DHL, and Campus Pickup.

3. Search Options points to the 'Search' dropdown menu.

4. Help points to the 'Help' link in the navigation bar.

5. User Name points to the 'Spartan' user name in the top right corner.

6. Additional Forms points to the 'INTERNATIONAL MAILINGS: USPS CUSTOMS FORMS TUTORIAL', 'HAZARDOUS MATERIALS WORKSHEET', and 'INTERNATIONAL SHIPPING FORM' links.

The page content includes the title 'SERVICE REQUEST FORMS', a brief description of the forms, and a numbered list of instructions:

1. Click on the appropriate Service Request Form tile below.
2. Complete, print, and attach a copy with your parcel or mail being picked up.

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: <ul style="list-style-type: none"> • U.S. Postal Service • Intelligent Mail Package Barcode (IMpb) • FedEx/UPS/DHL, Freight • Campus Pickup



3. Search Options	Search Service Request Forms by: <ul style="list-style-type: none">• 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. User Name	Displays the user name
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