

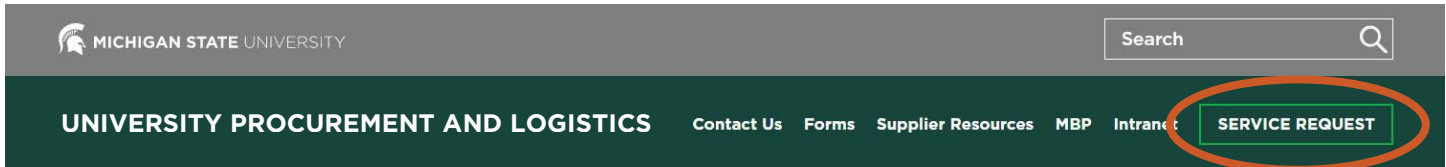


## Search for a Service Request Form

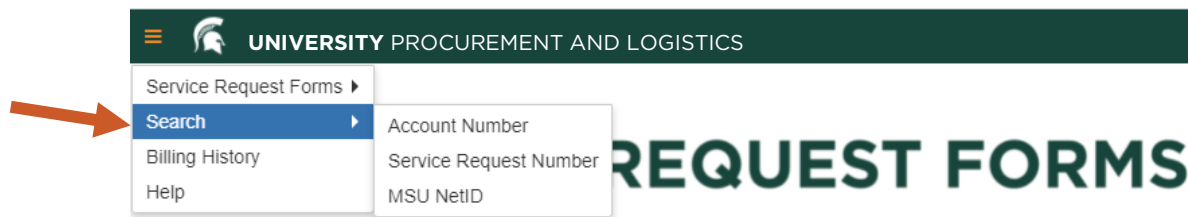
**Overview:** This job aid demonstrates how to find an existing Service Request Form.

1. To locate the Service Request Form, go to [upl.msu.edu](http://upl.msu.edu) and click on the **Service Request** button.

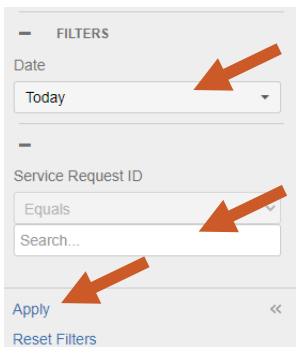
*Note:* An MSU NetID and password is required to access the form.



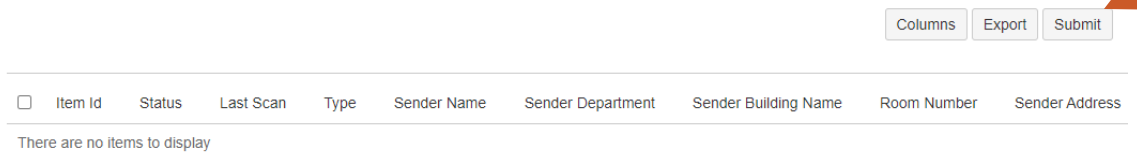
2. From the Service Request Form home page, click the **Search** dropdown. All three options—Account Number, Service Request Number, and MSU NetID will also include the ability to select a date range.



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.



### Service Request Number



60TUT34v01