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Log into the Service Portal webpage found here:

<https://csueastbay.service-now.com/sp>

On the Service Portal page, click the link "



From the Categories column on the left side of the page, select "



On the Administration and Business page, click the option for

▪

On the



From the [Service Portal](#) page, see the section titled “My Open Requested Items”.



Clicking any open ticket will show you additional information about the requested product(s), as well as the status of the request.

If you did not attach any documentation when you first submitted this request, you may do so