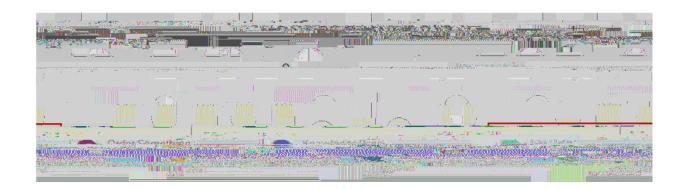


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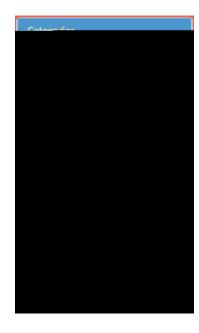
Log into the Service Portal webpage found here:

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 <u>Service Portal</u> 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 dic request, y	l not attach any doc you may do so	cumentation when	you first submitted this	5