Creating a Service Request

1) Login into FAMIS using your UNF username and password. Once logged in you should see the below:

2) Select the **Property (Building/Location), Floor** and **Space (Room/Suite number)** of the request.

3) Select the request **Type**. This describes the general category of work

4) Select the request **Sub Type**. This describes the activity.

5) Use **Describe your Request** to enter further detail about your needs

6) The **Who is making this request?** This field will default to your contact information. If you are entering this request on behalf of another person, edit the contact information as desired or enter that person's UNF email in the **Email CC** box and leave your contact information as the default.

   NOTE: First Name, Last Name, Email Address, Phone Number, and Department are all required fields and need to be filled out completely. Before submission your request should look as shown below:

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4) Click on the **Request ID** of the request you want to check. For example, number 15977 as shown above.

5) When you click the Request ID, the system will display the **Request Details** page (as shown below).