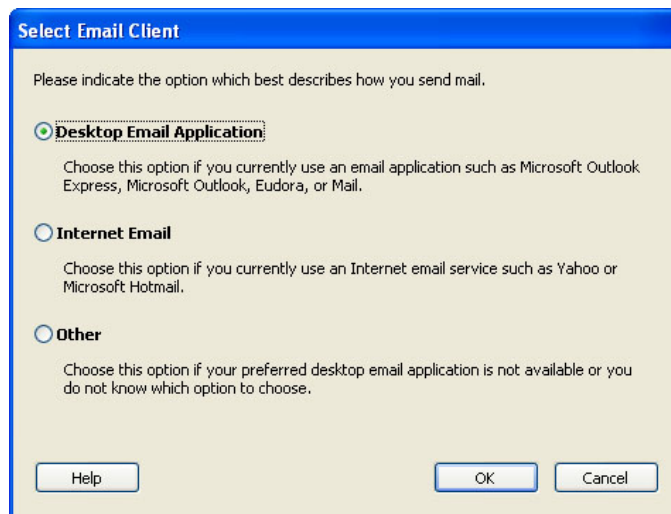
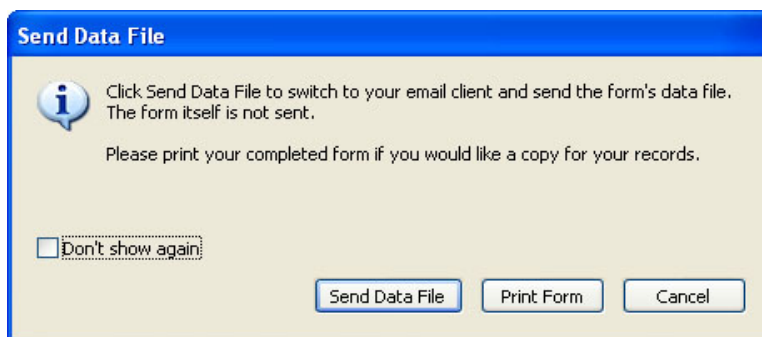


Instructions for On Line Service Requests

1. Please choose the service request which best suits your need – regular or standing order and campus. (Regular service requests are one time, one room only; standing orders for equipment can cover a few days, a few weeks, or an entire semester.)
2. Complete the form you choose. All starred items must be properly filled in before submitting the form; remember to include software titles and reference numbers in the box provided. If you need to order a computer (if one is not already in your classroom), please list it in the **Other Equipment or Service** box beneath the list of equipment. Also indicate whether you will need Internet/Network access.
3. Print a hard copy of the request if you desire; then click the “Submit via Email” button on the PDF form.
4. In the **Select Email Client** dialog box, select **Desktop Email Application**; then click **OK**.



5. In the **Send Data File** dialog box, click **Print Form** if you want a copy of the filled-in form; then click **Send Data File**.



6. Your default email application displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.

Note: Please don't change the data file name in the Subject area.

7. Send the email.
8. If you have questions, please call the IMS office at either campus:
DP (847) 635-1995 RHC (847) 635-1431