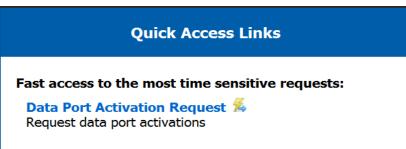
CNS WORK ORDER GUIDELINES

- 1. Log in to myUK to access the launch pad.
- 2. Choose Enterprise Services.
- 3. Click on the "IT Service Request" tab.
- 4. Choose one of the following types of requests. (Note: To change features on a phone line, choose "Telephony and Network Service Requests".)





5. When you receive this screen choose the appropriate request type and complete the on-line form.

UKIT Service Requests

Request an Estimate

I have an IT project, and I need to know how much it will cost before proceeding.

Fund a Completed Estimate

I have already received the information on how much an IT project will cost, have funding, and am ready to proceed.

Request Service Without an Estimate

I have a clearly-defined IT project (or task) that needs to be completed, detailed cost information is not required for approval, and I am ready to proceed.