1. Login to AccessUH at www.accessuh.uh.edu
2. Click on the FAMIS icon.
3. Click “Service Requests”.
4. Click “Create Service Requests”.
5. After clicking “Create Service Requests” you will be directed through the five steps of creating a service request.
6. Step 1: Confirm Requestor
   - Verify that your information is correct. If your information is incorrect, please log in to P.A.S.S. to update your information.
   - Add an alternate requestor by clicking on the “Alternate Requestor” Button. This field is optional and will not be saved for future service requests.
   - Click “Next” to move on to step 2.
7. Step 2: Select Service
   - Select an option from the list that’s applicable to the location of the requested work
   - Continue to select available services
8. Step 3: Enter Service Details
- If there is a charge to the service you are requesting, you will see the cost center account fields. If there is no charge, please skip to #14.

9. Enter the cost center number or use the search icon to select value for each cost center field (if known). You may allocate up to 3 different cost centers. Make sure the “Pct” fields add up to 100% (If you are not sure what cost center to use, you may leave these fields blank for input by your departmental approver).

10. Edit the Work Title, if necessary.

11. Enter a detailed description of the requested work.

12. Enter the other data if it applies to this request.

13. Click “Next”

14. Step 4: Enter Location – use the buttons to select the Site, Building, Floor, Room, and Department Code.
15. Step 5: Review
   - Review the request to verify all entered information. If you need to make changes, go back or click Cancel.

16. Click “Finish” to submit your Service Request. A confirmation email will be sent to you for your record.
17. Click on “Attach File” to attach related documents.

18. Click “Go back to Service Requests” to submit another service request, or
19. Click “Logout” (top, right hand of the screen) to log out of Self Service.