REQUEST FOR SPACE INFORMATION UPDATES

1. Start by logging in to your CougarNet account

MCCC22011	
List of Services 😯 About AccessUH	AccessUH Support Like to see a new service?
SUSTAINABILIT	SULL BIOLOGY AND CONSERVATION AT MEMORIAL PARK with paster animum CONNECT 3 to 4 pm = Thursday, Sept. 6th = 5C South, Heights Room 22 UNIVERSITY of HOUSTON SUSTAINABILITY
© s	ceurity Alert: Job Scam Emails Reported at UH - Job Scam Emails Reported at UH (Aug 14, 2018 @ 2.08pm)
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Accession FAQS Changer/Renet Coggarine Password Reset myNA Password Chart with 11 Support Call T13 743-1411	ecurity Alert job Sam Emails Reported at UH - job Sam Emails Reported at UH (Aug 14, 2018 @ 3.00pm) Coogram te Login MyUH Login Coogram te Login MyUH Login Control new your Coogramet (107 Control new your Coogramet (107 Control new your Coogramet Reserved Change/Rest your Coogramet Reserved.
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2. Locate and click the <u>FIX-IT Service Request</u>

University Services					8
Blackboard Learn 9 Cougars Coopcare	CougarCard CougarCard	Constant Evaluation	Integrated Compliance Oversight Network	NSSE Office 365	PEAR Student Register My WiFi Device
	Software Download Student Training	LAP. Employee Online Training	est University Career	my ⁹ arking Account myUH Self Service	
Administrative Services					0
		Concur Self Service	HR Taleo Recruiting		

3. Click the Service Requests button

famis [•]	
Fix-it Requests Key Request	
	Select a Site
	00730 UNIVERSITY OF HOUSTON
	00783 UNIVERSITY OF HOUSTON SYSTEM
Click the Create Serv	r <u>ice Request</u> button
<i>famis</i>	
Fix-it Requests Key Request	
Display So	rvice Requests
Search	
	Search Go Advanced Search

Date Status Conv Project Requestor Alt Requestor Maint Type Site Building I

Create Service Request

5. Fill in required information

4.

	amis [.]	
Create Service Request: Confirm Requestor - Step 1 of 5 Confirm Requestor Setect Service Enter Service Datable Enter Location Phone Phone Phone Enter I Department Mail Code Phone P	Fix-it Requests Key Request	
Center Requestor Select Service Enter Service Details Enter Location Revew Requestor Phone Pager Pager Center Service Enter Service Details Enter Location Revew Revestor Enter Service Enter Service Details Enter Location Revew Revestor Enter Service Details Enter Location Revew Revestor Enter Service Details Enter Location Revew Revestor Enter Service Enter Service Details Enter Service Details Enter Service Enter Service Details Enter Se		Crante Service Regulart: Confirm Regularter Stan 1 of F
Requestor Requestor Prone Page Cel Prone Cel Prone Department Mail Code Phone		Confirm Reguestor Select Service Enter Service Details Enter Location Review
Requestor Pager Phone Pager Cell Phone E-mail Department Mail Code Atternate Requestor Phone		Requestor
Plone Pager Cell Phone E-mail Department Mail Code Atternate Requestor Phone		Requestor
Cel Phone E-mail Department Mail Code Atternate Requestor Phone		Phone Pager
Department "Mail Code Alternate Requestor Phone		Cell Phone E-mail
Alternate Requestor Phone		Department " Mail Code
		Alternate Requestor Phone
		Cancel Next

6. Click option number <u>4.All Other Campus Requests (General and Education Specs)</u>

		<u> </u>
Confirm Requesto	Select Service Enter Service Details Enter Locatio	
vailable Servi	es	
 <u>1. AUXILIAI</u> 	Y PARTNER REQUESTS	
 <u>2. CAMPUS</u> 	RESIDENT REQUESTS	
• 3 3RD PAR	Y MANAGEMENT COMPANIES	

Cancel Back

7. Locate and click <u>Space Information Updates</u>

roa	to Convice Dequest: Select Service Stop 2 of 5
ICa	te service Request. Select service - step 2 015
Conf	Irrn Requestor Select Service Enter Service Details Enter Location Review
ervi	ices within 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES)
	ANIMAL & PEST CONTROL
	Alito & FLEFT
	CENTRAL PLANT
	CUSTODIAL / HOUSEKEEPING
•	DOORS/LOCKS/KEYS
•	ELECTRICAL & LIGHTING
•	ELECTRONIC ACCESS CONTROL DEPARTMENT
•	ELEVATOR
•	<u>EVENT SUPPORT</u>
•	FIRE ALARM
•	GENERAL MAINTENANCE & REPAIR
•	GROUNDS MAINTENANCE
	MOVING / DELIVERY DEGUEST
	PROJECT / RENOVATION - EP&C
	PROJECT / RENOVATION - MIC
	REQUEST A CAMPUS MAP
•	SIGNAGE
	SOLID WASTE / RECYLING
•	SOLID WASTE / RECYLING

Cancel Back

8. Choose one of the follwoing

Create Service F	Request: Select Service - Step 2 of 5	
Confirm Requestor	Select Service Enter Service Details Enter Location Review	
Services within:	: 4. ALL OTHER CAMPUS REQUESTS (GENERAL AND EDUCATION SPACES) - SPACE INFO	RMATION UPDATE
OTHER SPACE CHANGE DEF UPDATE FLO	CE UPDATE PARTMENT SPACE OWNER DOR PLAN	

9. Input information needed

Confirm Requestor S	elect Service Enter Service Details Enter Location Review
Work Description	
Work Title	UPDATE FLOOR PLAN
Description of Work	
	o preserve the text formatting, please hit "Enter" after each line. {Limit 3000 cha
Earliest Start Date	mm/dd/yyyy
Latest Completion Date	mm/dd/yyyy
	e a Mon & Fri 8am - 10am

Cancel Back Next

10. Input information needed

Confirm Requestor Selec	t Service Enter Service	Details Enter Location Revi	ew
lick on Button to make se	lection		
	Site	*	Building
	Floor		Room
Depa	rtment Code		
The Department Code inc	licates the department tha	t occupies the space where work	k is being done. (Optional)

Cancel Back Next

11. Click Finish

Create Service Request: Review - Step 5 of 5			
Confirm Requestor Select Service	Enter Service Details Enter Location Review		
Requestor Information			
Requester Name	Requestor Phone		
Requestor Dept	Requestor Email		
Alt Requester Name	Alt Requestor Phone		
Service Description			
Earliest Start Date	Latest Completion Date		
Blackout Dates and Times	Work Title UPDATE FLOOR PLAN		
Description			
Location			
Site			
Building			
Floor			
Room			
Department Code			
	Cancel Finish		