

## Step 1: Log In to the Fullerton College Service Request Site

- <http://fcsrs.fullcoll.edu>

Welcome to the Fullerton College Service Request System (SRS).

Language: English

Your Email (or Login): ehangua

Password:

Submit

Login Information

Please specify your FCNet Username and Password. This is the same credentials you use to login to your desktop computer on campus or access your exchange email.

Please note, any requests that you submitted prior to August 20th 2014 may have been submitted to our old Service Request System. Those requests are still being processed and have not been forgotten. If you need a status update on an old ticket please contact the ACT Helpdesk at 714-992-7111 with the SRS incident #.

[www.fullcoll.edu/srs](http://www.fullcoll.edu/srs)

## Step 2: Select “Request Service or Support”

Submit New SRS Ticket

Facilities

Purchase Request Technology Computer/Media - (Desktop, Laptop, Tablet, Printer, Software, Projectors, Data Stations, etc)

Request Service or Support

Research

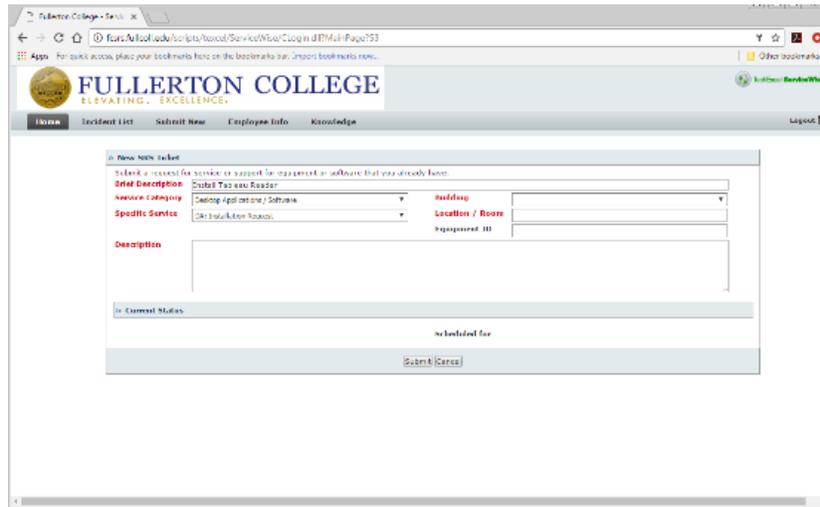
Current open SRS Tickets

| Incident ID | Brief Description                             | Employee     |
|-------------|---|--------------|
| 227951      | IBC Meeting (Fall 2017 Semester) (282025)     | Margus, Emma |
| 227407      | IBC Meeting (Fall & Spring Semester) (180920) | Margus, Emma |
| 224246      | Access to the IBC Email Inbox                 | Margus, Emma |

### Submit New SRS Ticket

- Facilities**  
Submit a request to Facilities (Carpentry, Custodial, Electrical, Grounds, Locksmith, Plumbing)
- Purchase Request Technology Computer/Media - (Desktop, Laptop, Tablet, Printer, S**  
To request the purchase of new technology related computer/media equipment or software.
- Request Service or Support**  
Submit a request for service or support for equipment or software that you already have.
- Research**  
Submit a request to campus Institutional Research.

**Step 3:** Fill in the boxes with the information listed below (information in red font must be filled out).



>> **New SRS Ticket**

Submit a request for service or support for equipment or software that you already have.

**Brief Description**

**Service Category**

**Specific Service**

**Description**

**Building**

**Location / Room**

**Equipment ID**

>> **Current Status**

Scheduled for

In addition, add:

- Your "Building Number"
- Your "Location/Room"
- Your "Description" (brief reason for why you are making this request)
  - Your "Equipment ID" (Barcode)

Then hit **"Submit"**.