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

<u>http://fcsrs.fullcoll.edu</u>
Event Event Welcome to the Pullerton Callego Service Request System (SRS). Language: English Your Email (or Login): ehangue Password:
Submit
logjjulakomalika
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.com.com

Step 2: Select "Request Service or Support"

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Sub	mit New SRS Ticket
1	Facilities
	Submit a request to Facilities (Carpentry, Custodial, Electrical, Grounds, Locksmith, Plumbing
1	Purchase Request Technology Computer/Media - (Desktop, Laptop, Tablet, Printer, S
	To request the purchase of new technology related computer/media equipment or software.
後	Request Service or Support
	Submit a request for service or support for equipment or software that you already have.
1	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).

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» New SRS Ticket						
Submit a request for service or support for equipment or software that you already have.						
Brief Description	n Install Tableau Reader					
Service Category	Desktop Applications / Software	Building v				
Specific Service	DA: Installation Request	Location / Room				
		Equipment ID				
Description						
-						
» Current Status						
		Schodulad for				
Scheduled for						
Submit Cancel						

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".