

Username and password are the same as the one used to access the campus network and your email account."


1. Enter Username

Unicenter® Service Desk

User Name

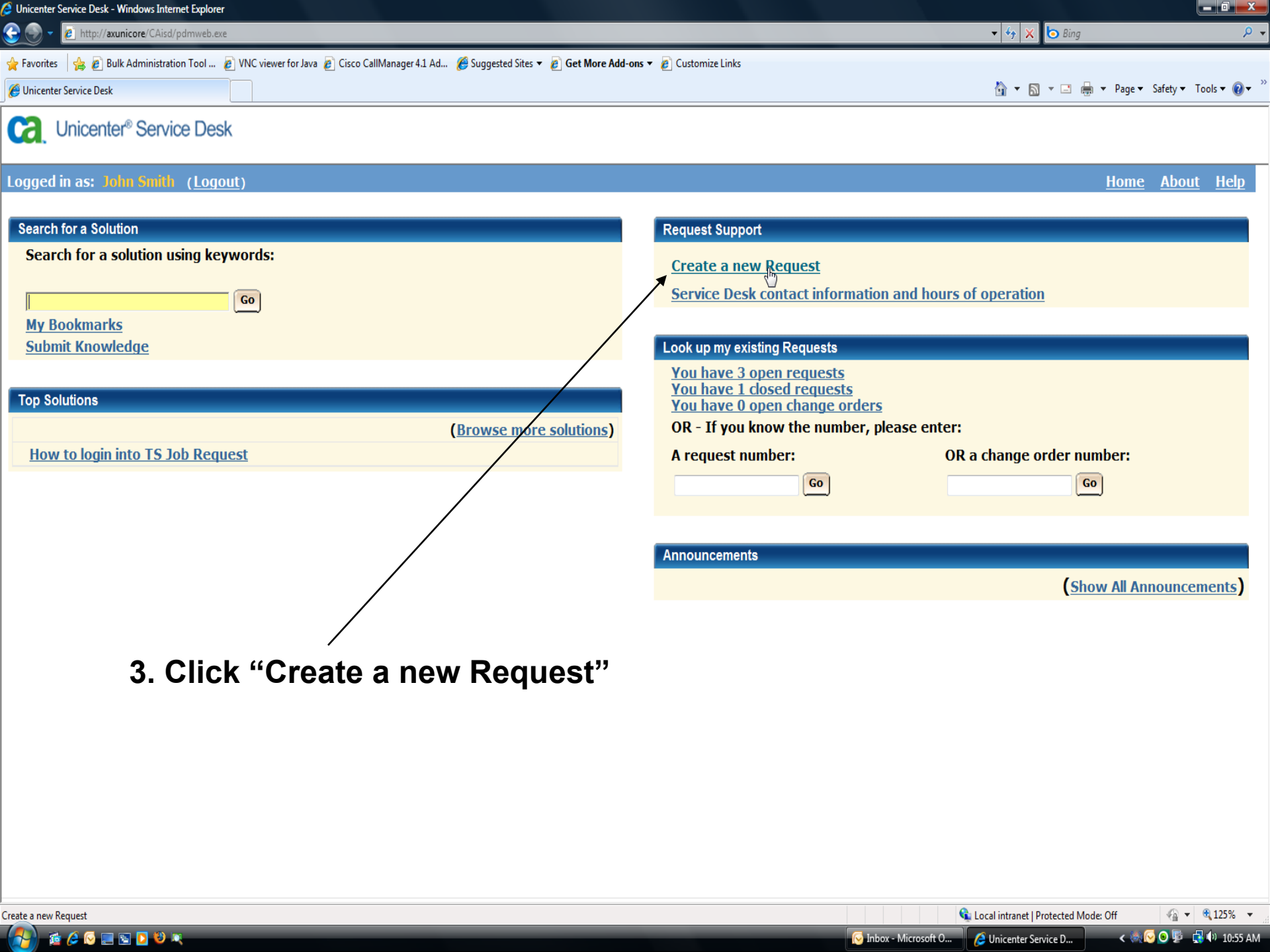
Password

[Guest Login, Click here.](#)

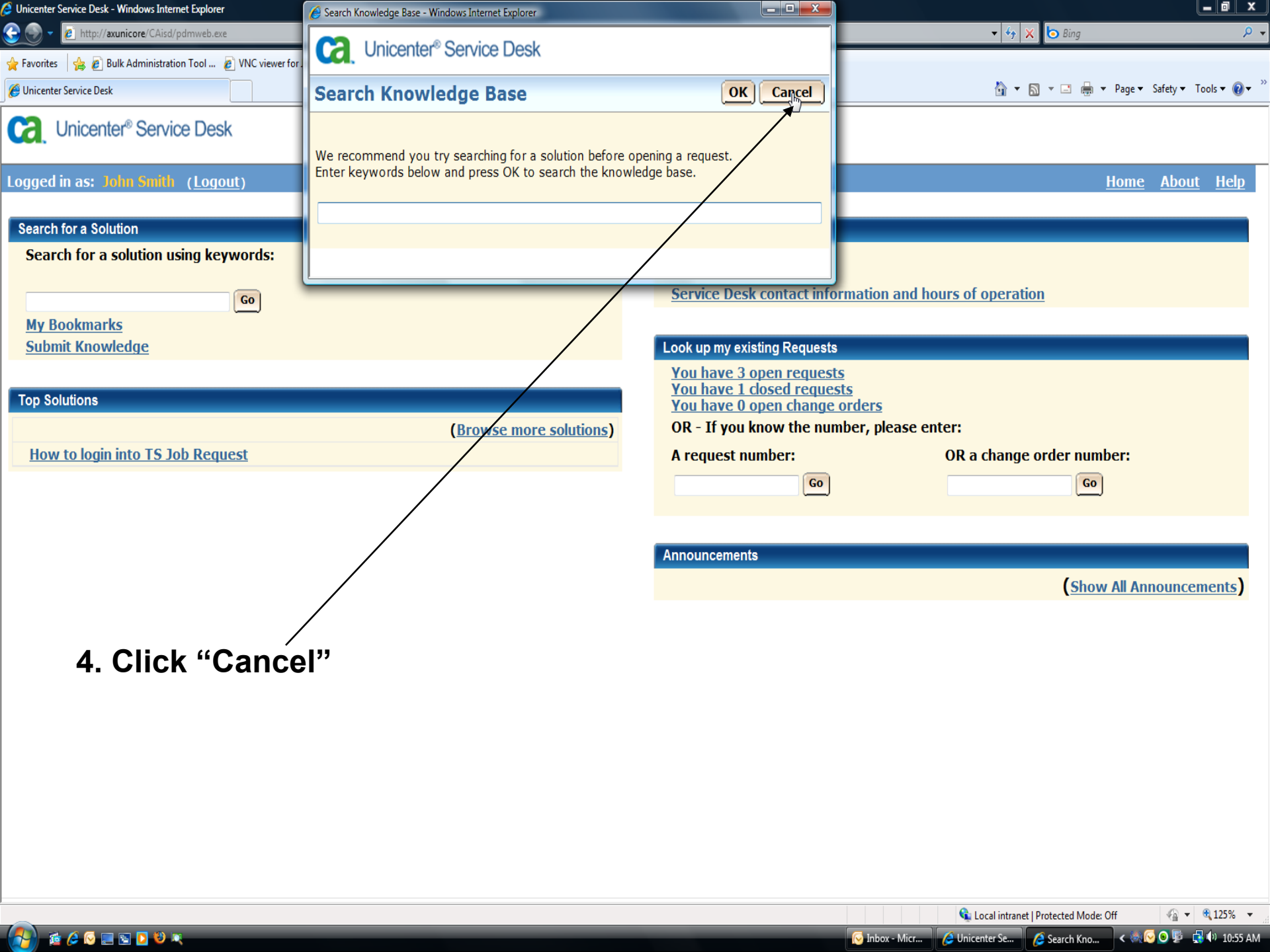
 2. Enter Password

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"e.g. "If your domain login is smithj then you will enter smithj for your username and you will use your domain password."



3. Click "Create a new Request"



Search Knowledge Base

OK Cancel

We recommend you try searching for a solution before opening a request. Enter keywords below and press OK to search the knowledge base.

Logged in as: **John Smith** (Logout)

Search for a Solution

Search for a solution using keywords:

[My Bookmarks](#)
[Submit Knowledge](#)

Top Solutions

[How to login into TS Job Request](#)

([Browse more solutions](#))

Service Desk contact information and hours of operation

Look up my existing Requests

[You have 3 open requests](#)
[You have 1 closed requests](#)
[You have 0 open change orders](#)

OR - If you know the number, please enter:

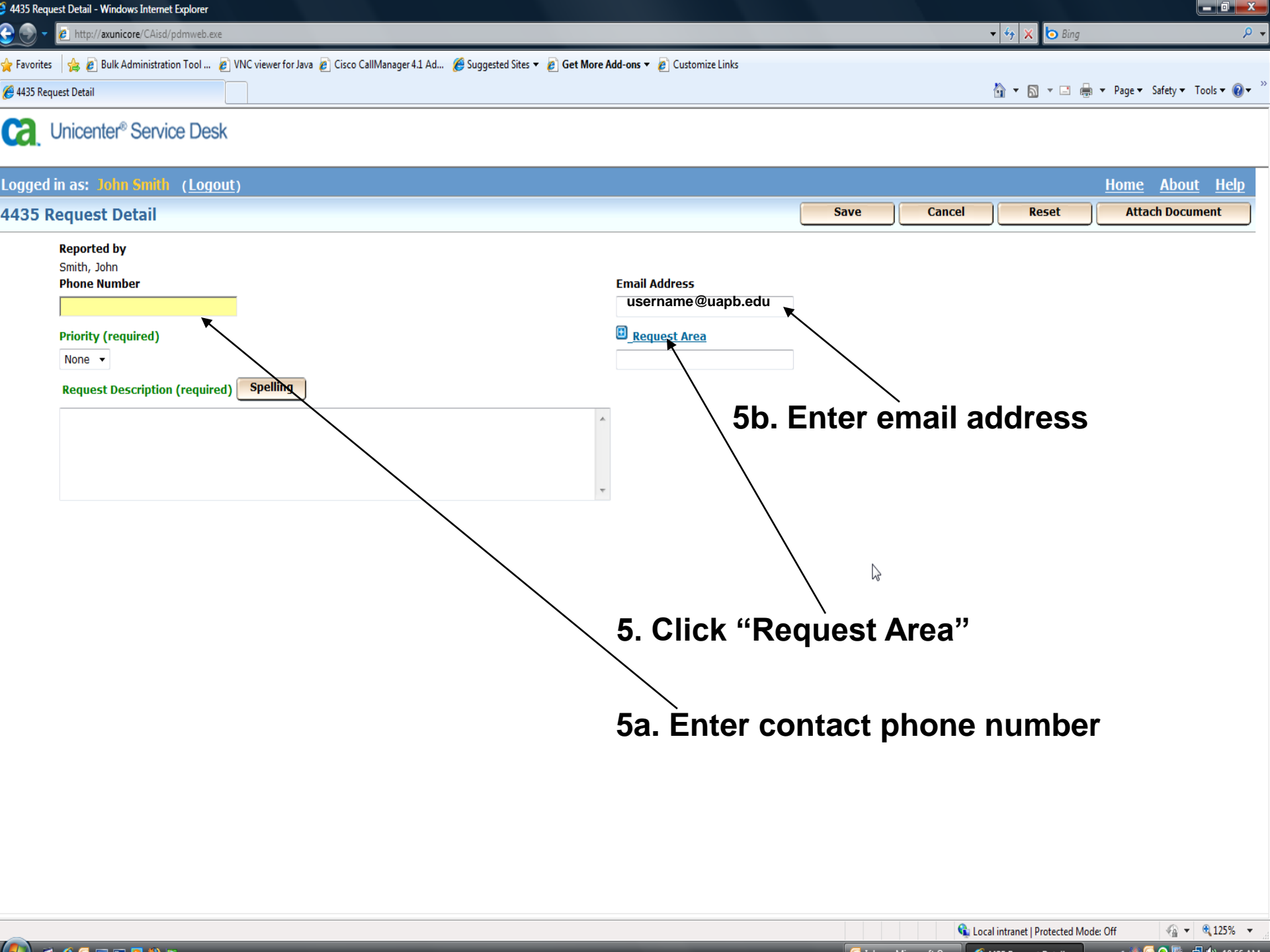
A request number:

OR a change order number:

Announcements

([Show All Announcements](#))

4. Click "Cancel"



4435 Request Detail

Save

Cancel

Reset

Attach Document

Reported by

Smith, John

Phone Number

Priority (required)

None

Request Description (required)

Spelling

Email Address

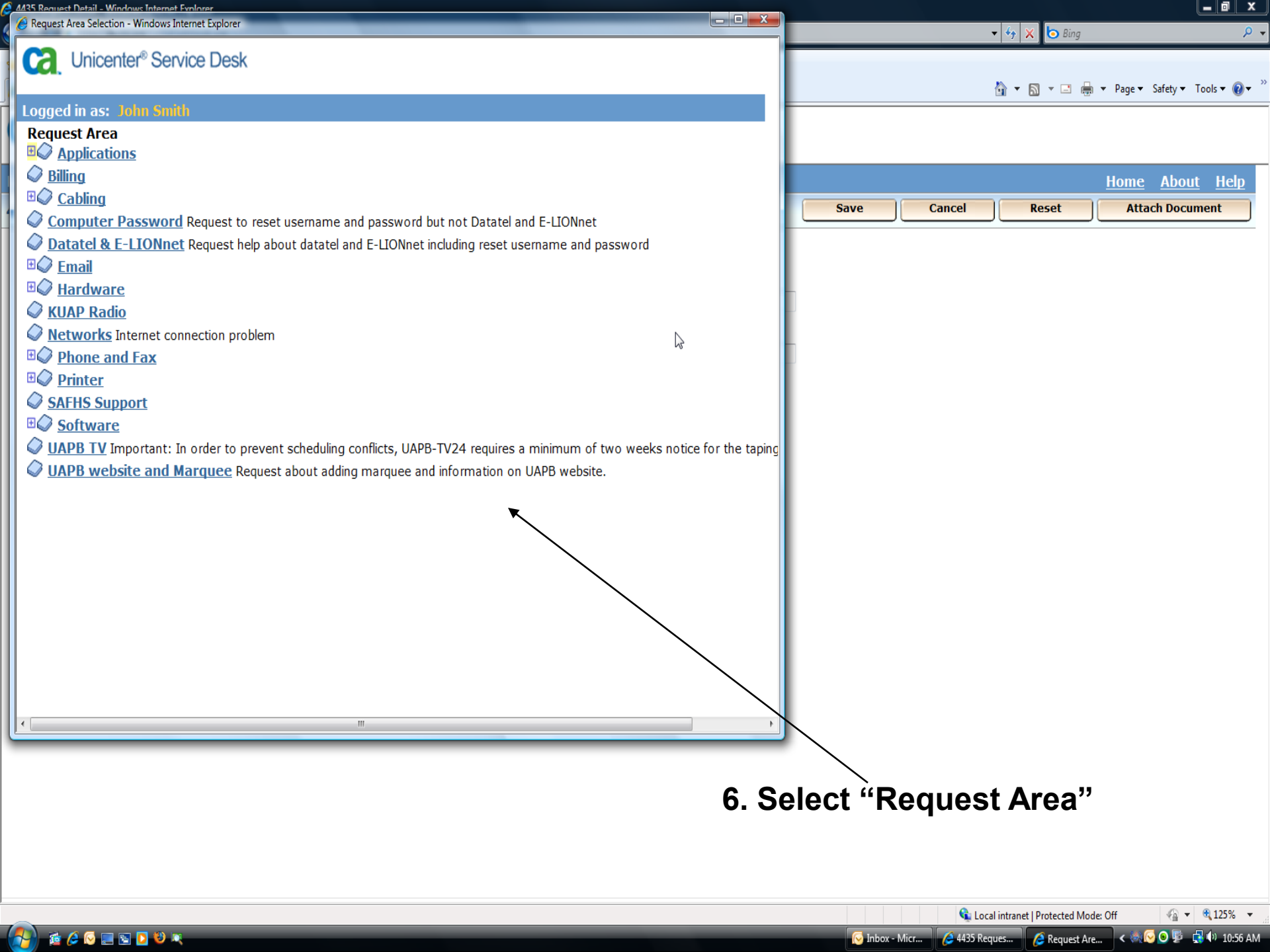
username@uapb.edu

Request Area

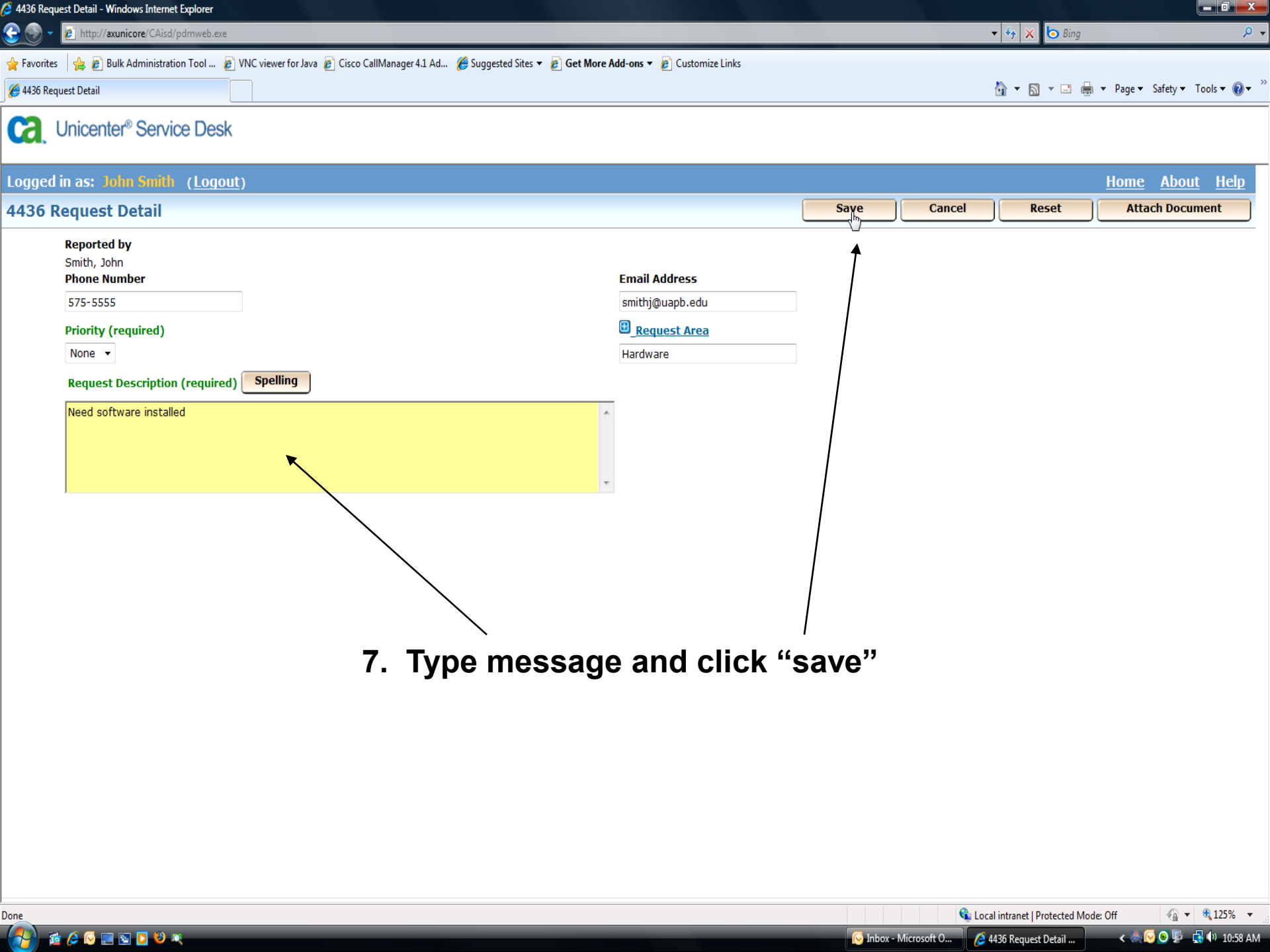
5b. Enter email address

5. Click "Request Area"

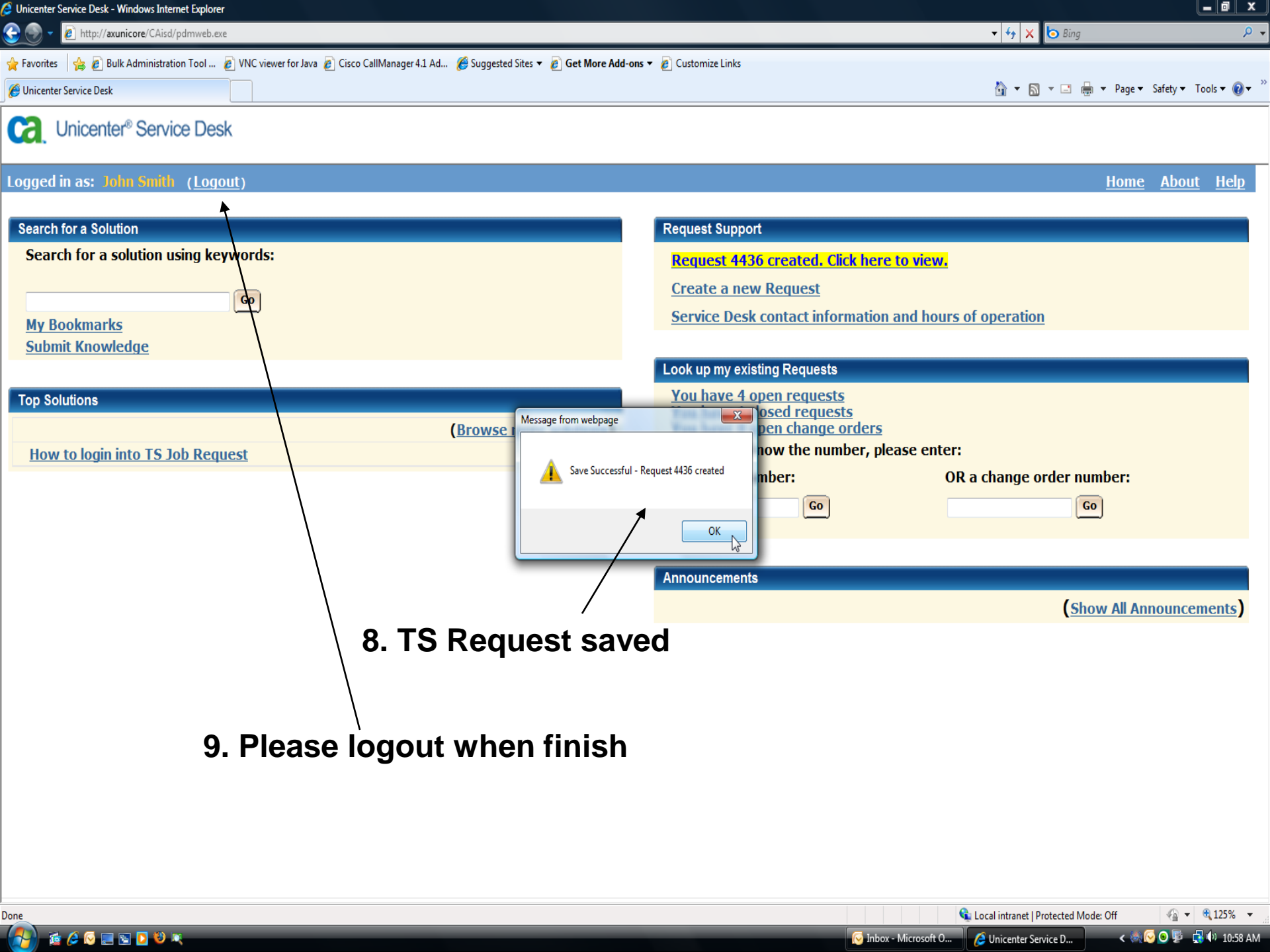
5a. Enter contact phone number



6. Select "Request Area"



7. Type message and click "save"



8. TS Request saved

9. Please logout when finish