Service Name

Description

Provide a brief description of the purpose of the service request page. This may include a brief description of a specific application.

**Header﻿**

If you need to break the description into sections, this allows for a header and more details.

Eligibility

Details the audience that is eligible to request this particular service.

Example: UM Employees approved by their department.

How to request

Please click “Request Service” at the right hand side of the screen

Charge

Details any costs associated with the service request.

Availability

Monday-Friday, 8 a.m.-5 p.m. Is there a specific window or service time.

Support

Lists on campus person or unit who supports this specific service request and contact details.

Policy

Links to electronic resources or attachments pertaining to the service request that provide additional supporting information.

Service Owner

Lists the unit or specific owner of the service requested.