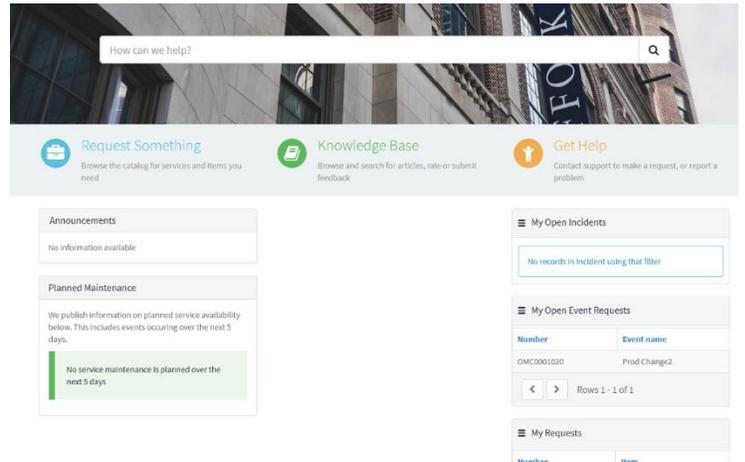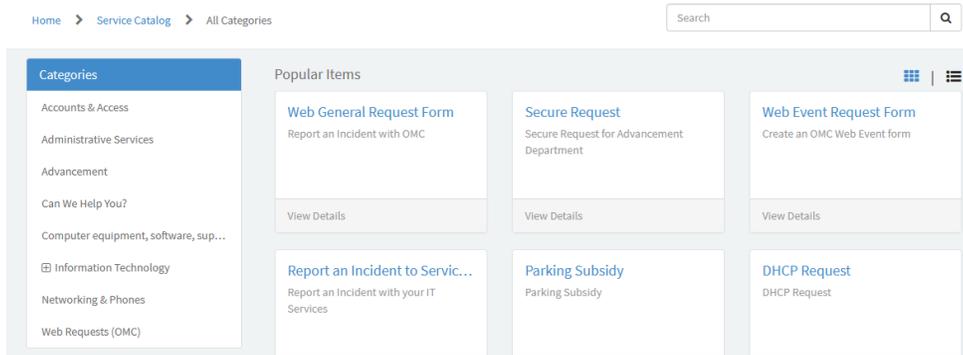# Suffolk Service Portal
Request Something

Login to the Service Portal at:

When you would like to request a technology equipment or other Suffolk Service, choose the Request Something option on the Service Portal Home page:
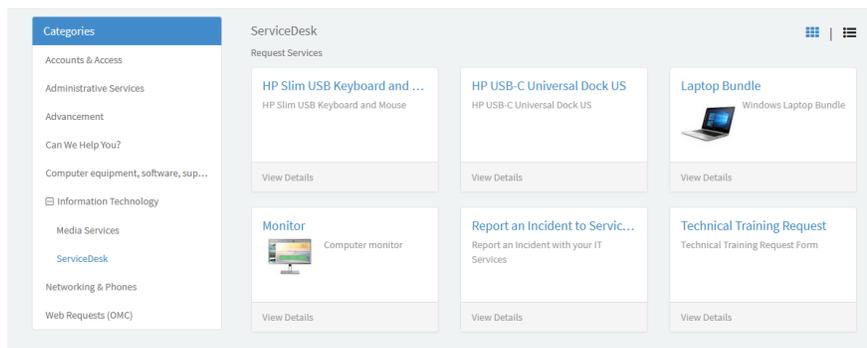
From the list of Categories, choose the area your request would appear or alternatively, type your item in the Search bar:

Example: I'd like to request a monitor

Select Information Technology form the Categories Menu, and choose ServiceDesk:

Choose Monitor.

The following form will need to be filled out. Your infor will autopopulate your name, title, department, email and phone number as well as your manager.

If you are requesting this item for someone else, Type in the users name under Requesting for – this will autopopulate:

Once form is fill out, Click Order Now

You will see your Request Summary page:

Submitted : 01-17-2021 01:41:57 PM

Request Item	Item	Stage
RITM0010246	Monitor	▶ Manager Approval

This item needs to be approved by the user's manager.

Once the item is approved the user will receive an email or can always check on the portal landing page under My Requests:
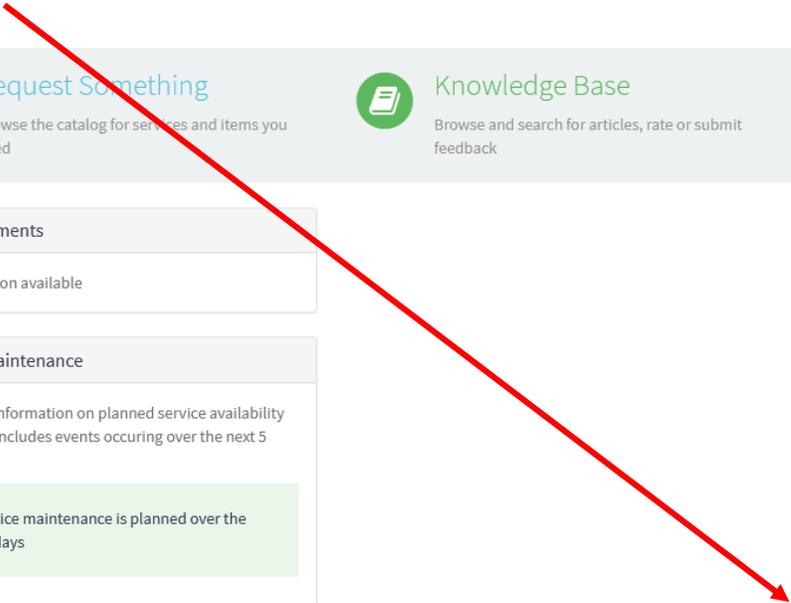
Request Something
Browse the catalog for services and items you need

Knowledge Base
Browse and search for articles, rate or submit feedback

Get Help
Contact support to make a request, or report a problem

Announcements

No information available

Planned Maintenance

We publish information on planned service availability below. This includes events occuring over the next 5 days.

No service maintenance is planned over the next 5 days

☰ **My Open Incidents**

No records in Incident using that filter

☰ **My Open Event Requests**

Number	Event name
OMC0001020	Prod Change2

< > Rows 1 - 1 of 1

☰ **My Requests**

Number	Item
RITM0010246	Monitor