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 info 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:
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: