



Service Request Form Home Page Overview

Overview: This job aid details the navigation and functions of the Service Request Form Home Page.

1. Home Tab

3. Search Options

4. Help

5. User Name

The screenshot shows the 'SERVICE REQUEST FORMS' home page. At the top is a navigation bar with 'Service Request Forms', 'Search', 'Billing History', and 'Help'. A user name 'Sparty' is on the right. A dropdown menu for 'Service Request Forms' is open, showing options: 'U.S. Postal Service', 'IMpb', 'FedEx/UPS/DHL, Freight', 'Campus Pickup', and 'Internal Mail Services Use Only'. Below the navigation bar is a large heading 'SERVICE REQUEST FORMS'. Underneath is a paragraph explaining that these forms are required for campus pickup and act as departmental authorization. Below this are four numbered instructions: 1. Click on the appropriate Service Request Form tile below. 2. Complete, print, and attach a copy with your parcel or mail being picked up. Below the instructions are four large green tiles representing different service types: 'US POSTAL SERVICE' (listing First Class, Priority, Express, Media/Library, International First Class, International Priority, and International Express), 'INTELLIGENT MAIL PACKAGE BARCODE (IMpb)' (listing Discounted USPS Priority Mail + Tracking), 'FedEx/UPS/DHL' (listing Parcel + Freight Shipping Services), and 'CAMPUS PICKUP' (listing MSU Building-to-Building Pickup + Delivery, noting it's not required for campus mail). At the bottom are two additional form tiles: 'INTERNATIONAL SHIPPING FORM: FedEx/UPS/DHL' and 'HAZARDOUS MATERIALS WORKSHEET: Required per HazMat regulations'. Numbered callouts 1 through 6 point to specific elements: 1. Home Tab, 2. Service Request Types, 3. Search Options, 4. Help, 5. User Name, and 6. Additional Forms.

1. Home Tab	Current tab referenced with this tutorial
2. Service Request Types	Select the appropriate Service Request Form from the drop down (or click on the green tile). The four types of Services Request Forms include: <ul style="list-style-type: none">• U.S. Postal Service• Intelligent Mail Package Barcode (IMpb)• FedEx/UPS/DHL, Freight Campus Pickup
3. Search Options	Search Service Request Forms by: <ul style="list-style-type: none">• Account Number• Service Request Form Number• MSU NetID Date (defaults to 30 days, but is customizable)
4. Help	Links to contact information, technical requirements, and tutorials
5. Username	Displays the username
6. Additional Forms	International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form