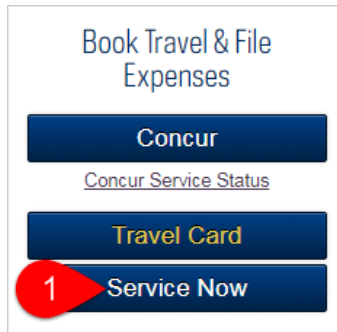


Request Help Through Service Now

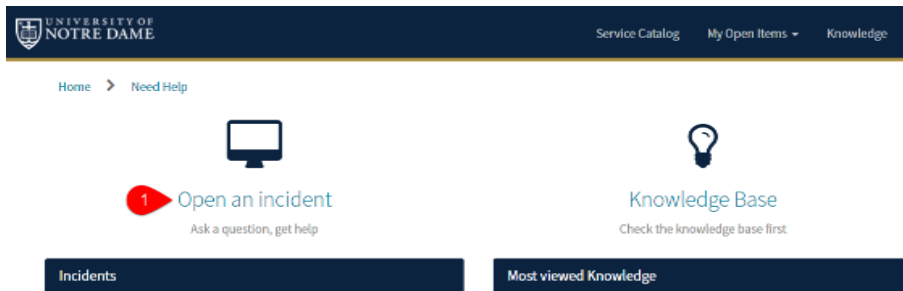
1. Select Service Now Button

On the travel.nd.edu website select the **Service Now** button on the left hand of the page.



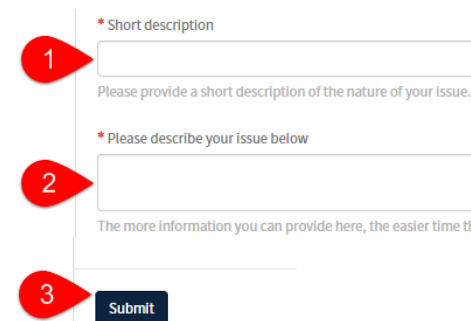
2. Select “Open and incident”

Click on the ‘**Open and incident**’ link.



3. Enter Description of Request

Enter a **short description** and then a more detailed description of the help you are requesting. Then hit **Submit**.



4. travelND team will Address Request

The travelND team will be notified of the request and will contact user to provide assistance.