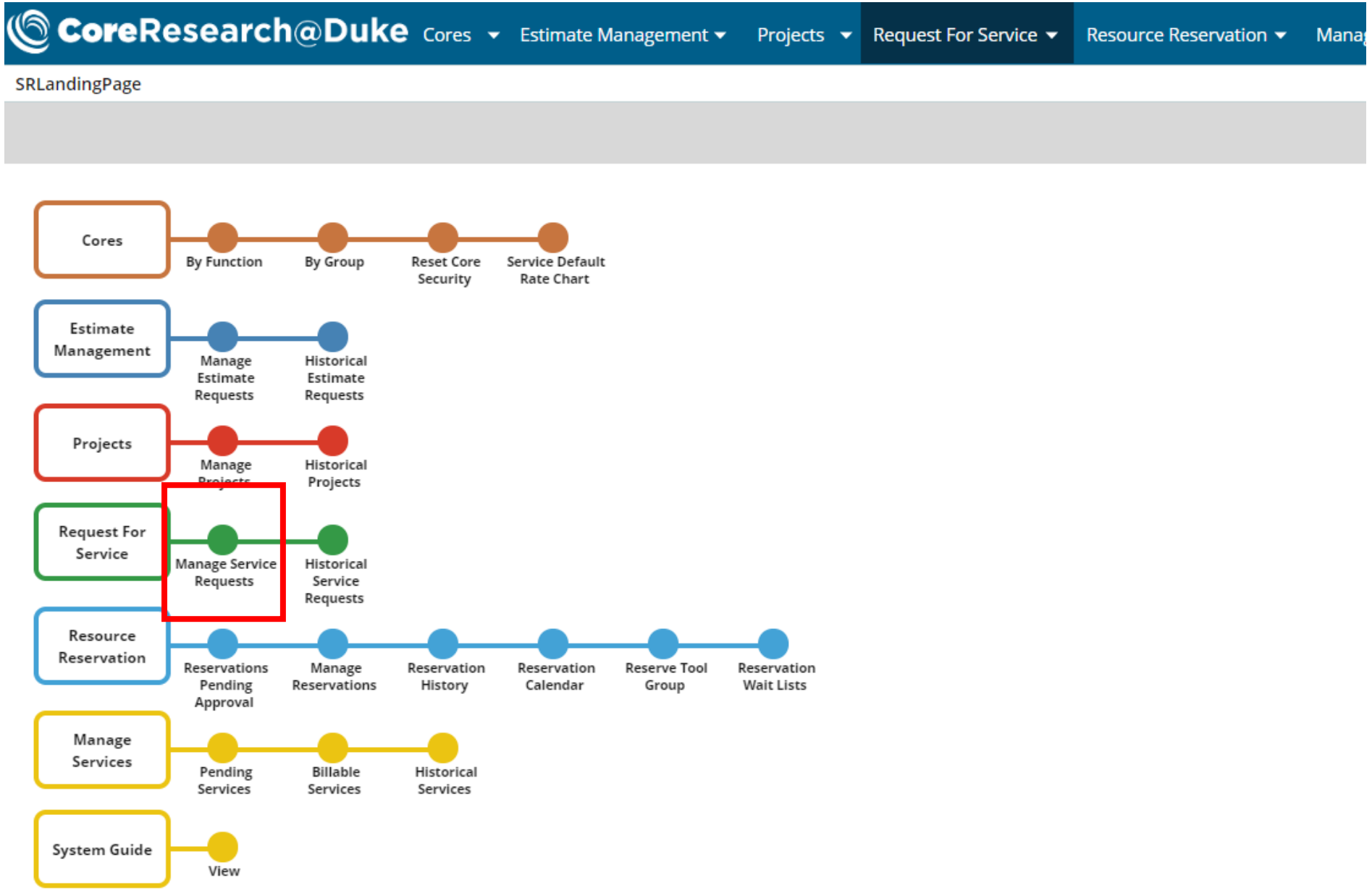
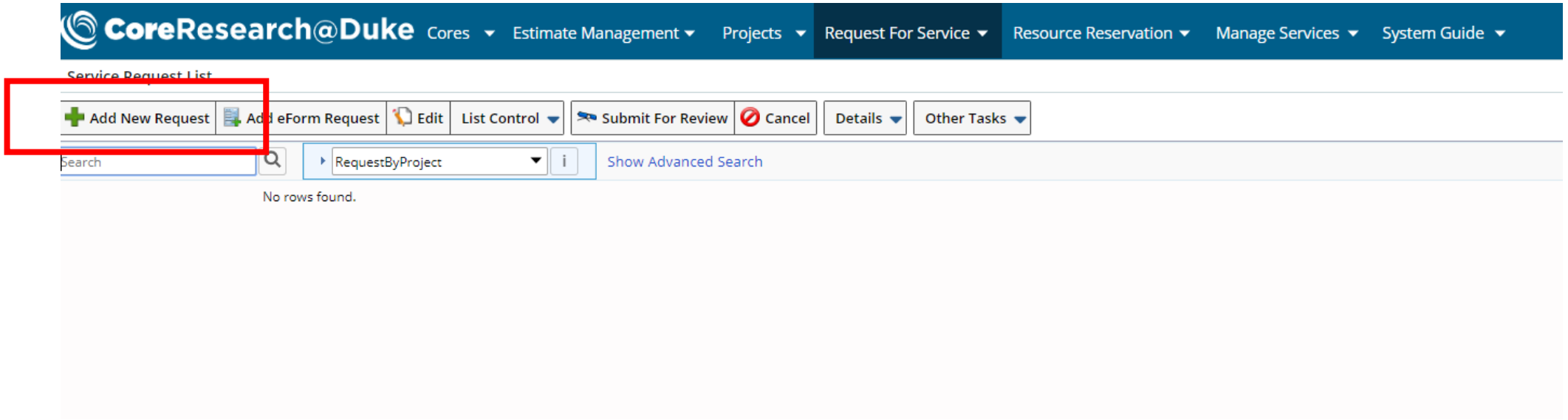
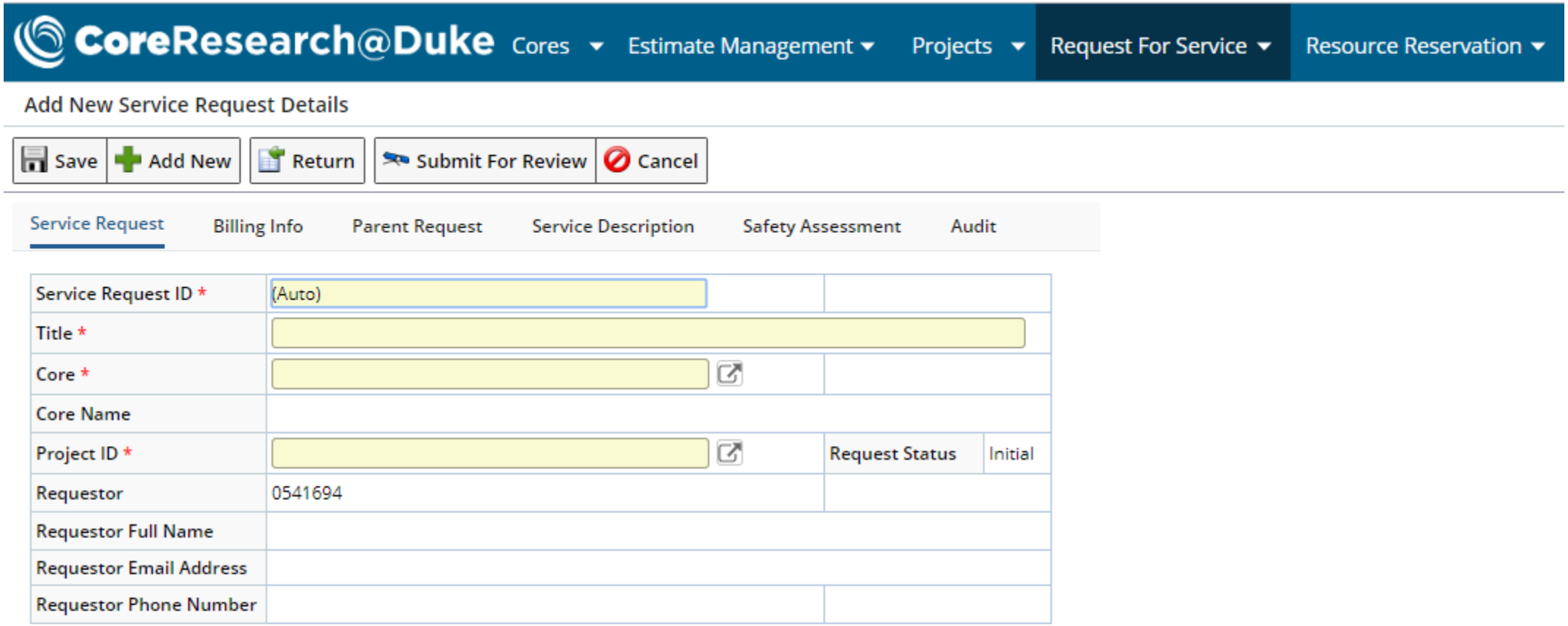
How to Submit a Service Request MGC

1. Select “Manage Service Requests” from menu

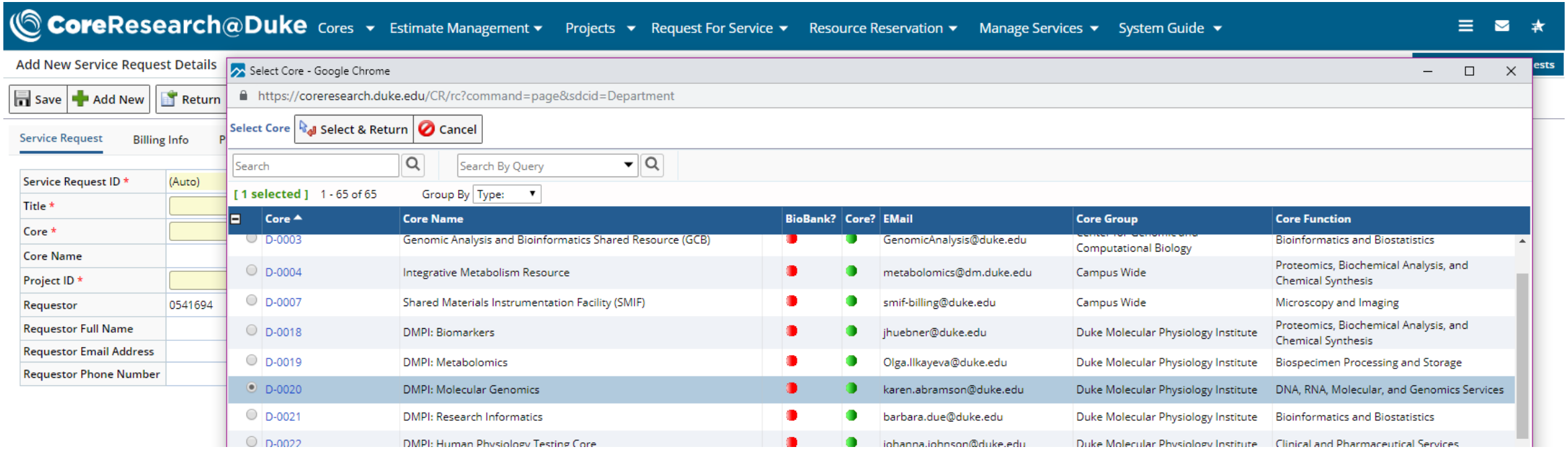




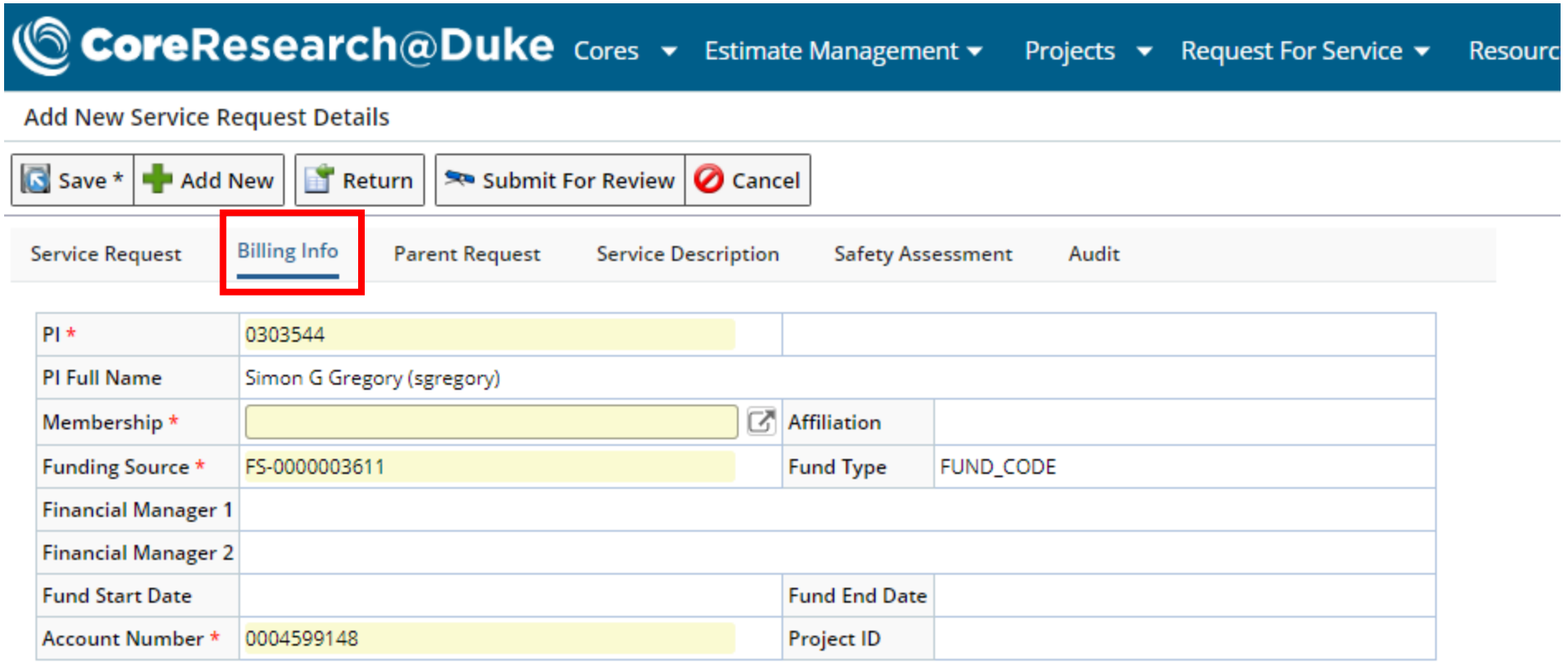
2. Click “Add New Request”



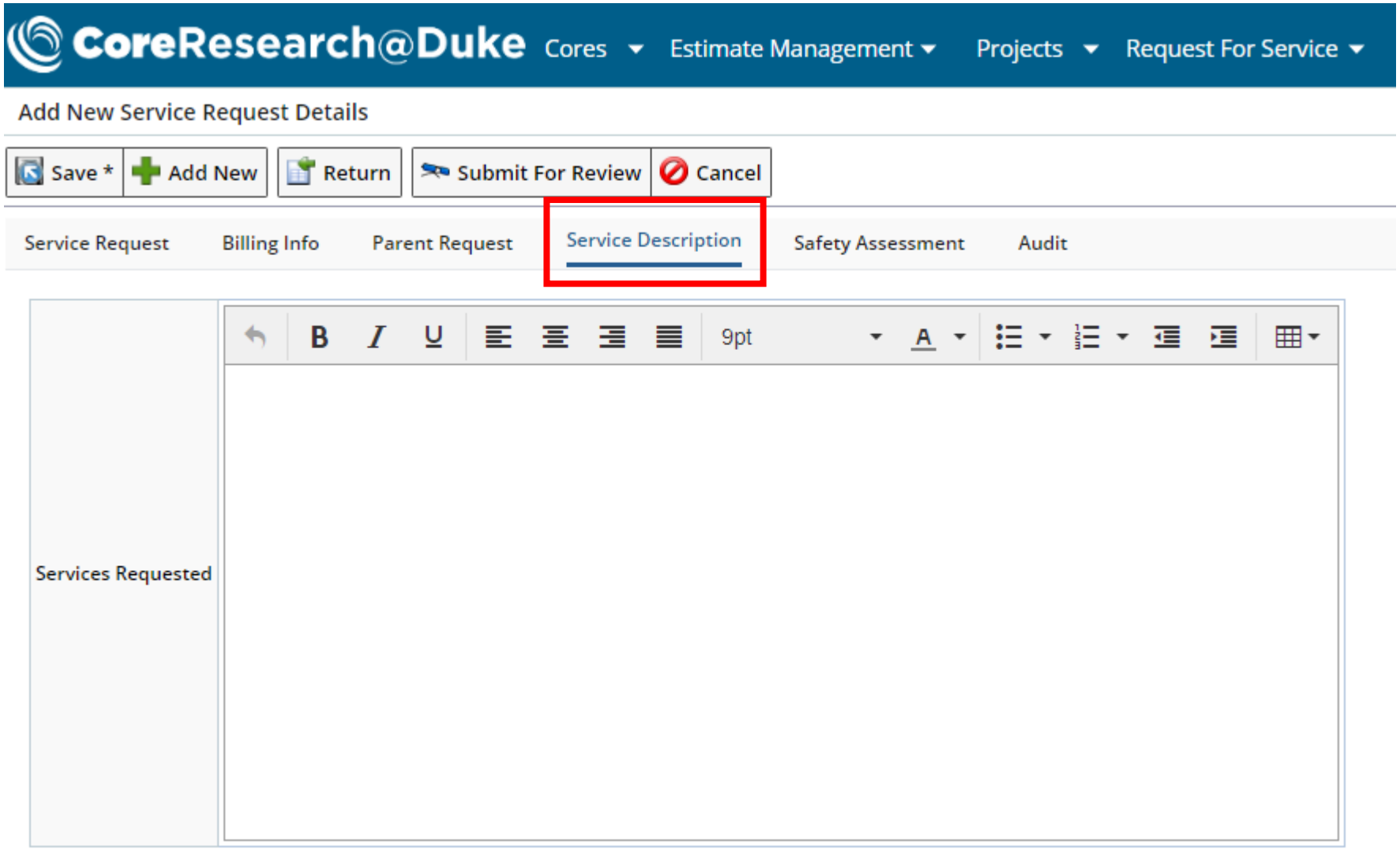
3. Fill out all yellow fields



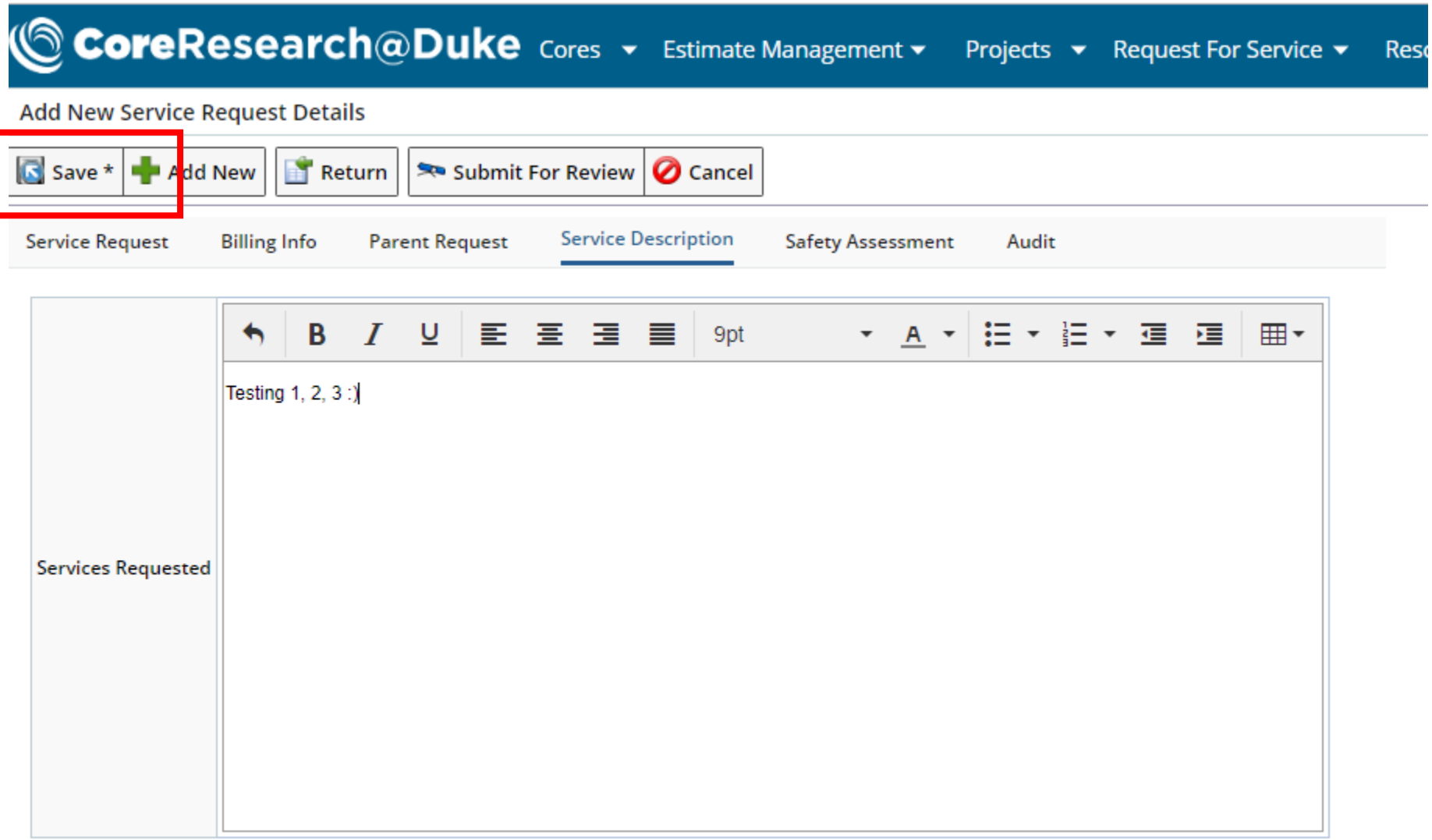
The MGC is listed under the DMPI cores



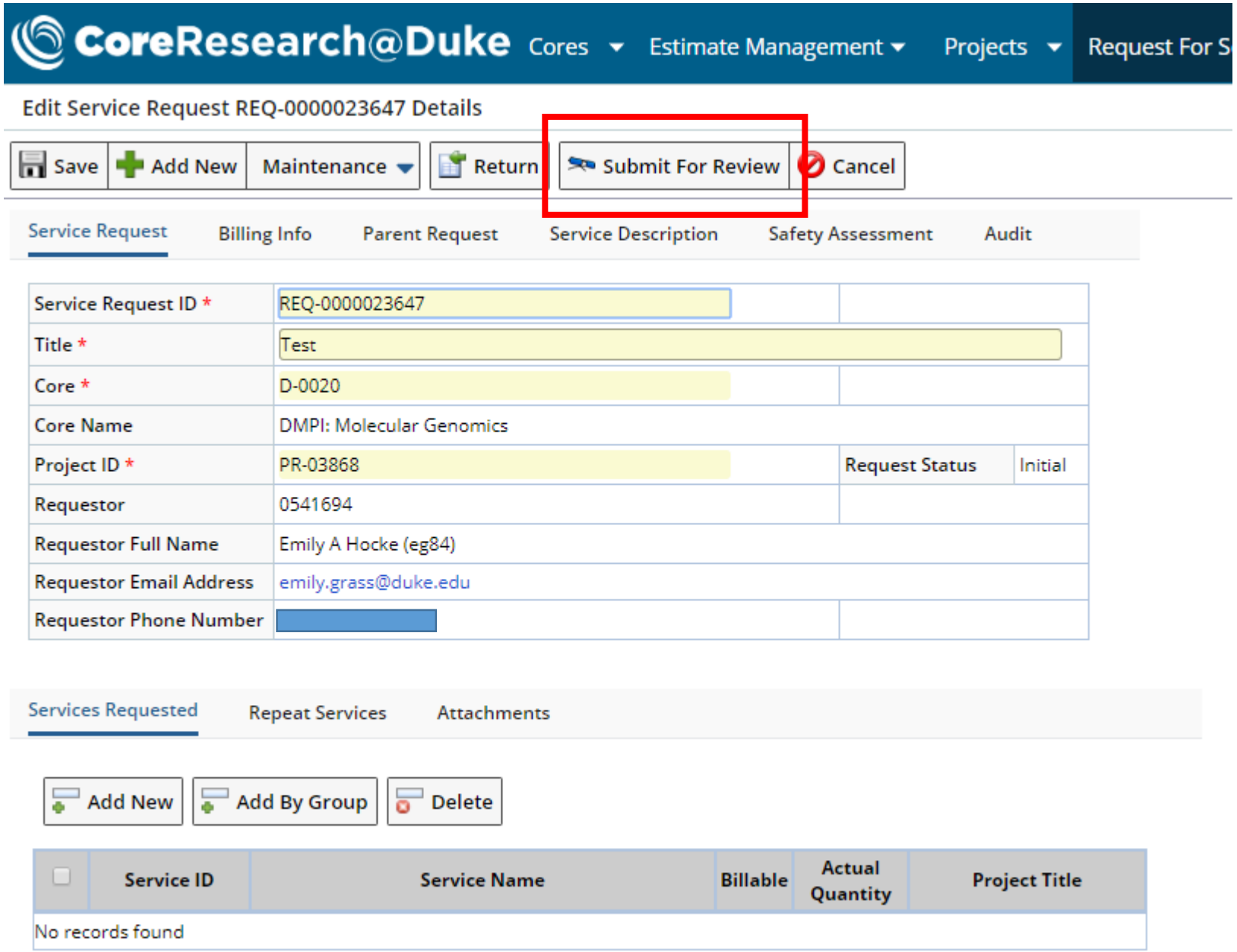
4. Click on next tab “Billing Info” to fill out additional information <u>including membership</u> where applicable



5. Click on “Service Description” and write a brief description of your project and service requested



6. When you are finished filling out all required fields, click save.



7. After saving, click on “Submit for Review”