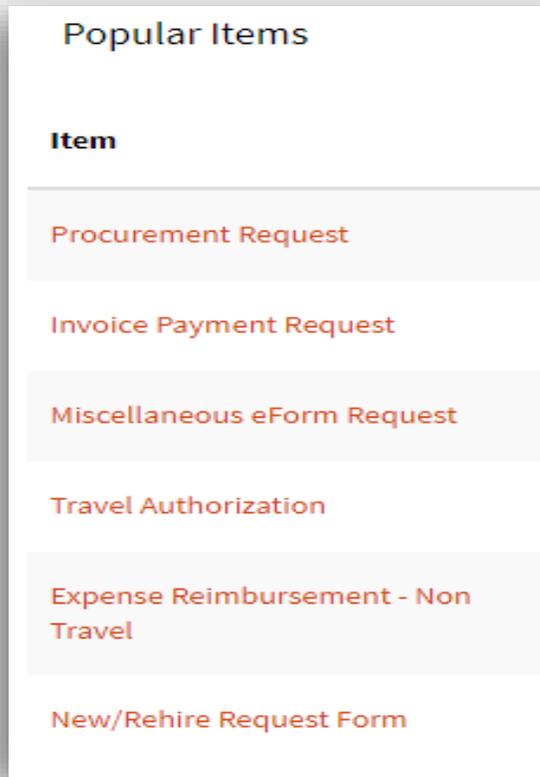
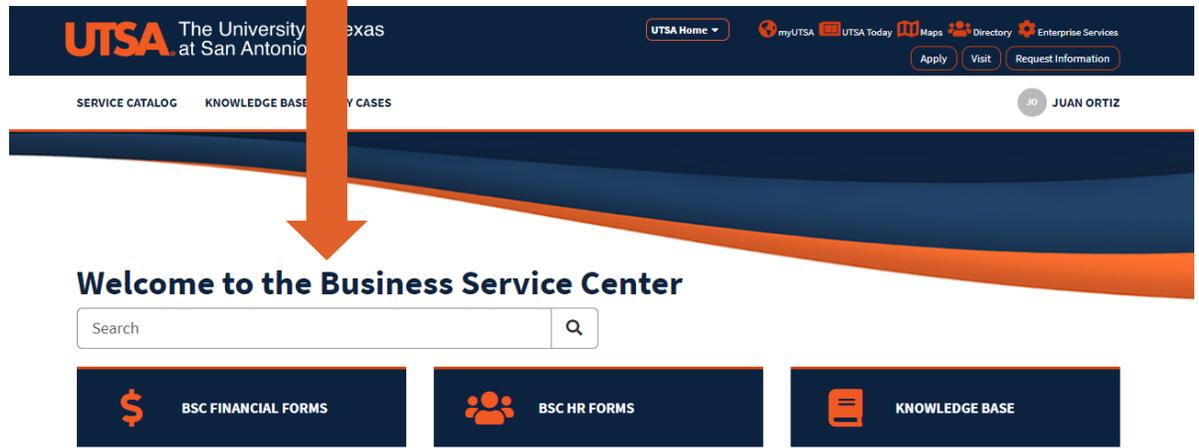




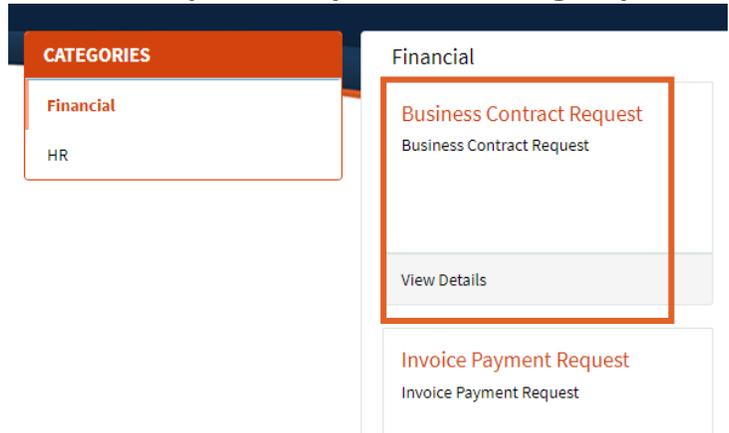
Quick Start Guide: Create a Request

From the portal homepage, use the “Welcome to the Business Service Center” search bar to find request options

You can also browse service requests options by clicking “Service Catalog”



Select a category to view available request options. Then, click a request to open the catalog request form



Next, Fill out the request fields. You can fill out a request for you or on behalf of someone else.

*** Note: red asterisk fields are mandatory**

*Please provide a detailed description of your request



Finally, click submit!



To view your request history/open requests at any time, click “My Requests”

BA BSC at <https://www.utsa.edu/ba-administration-operations/services/business-service-center/>

BA BSC CSM Portal at <https://utsa.service-now.com/bsc>