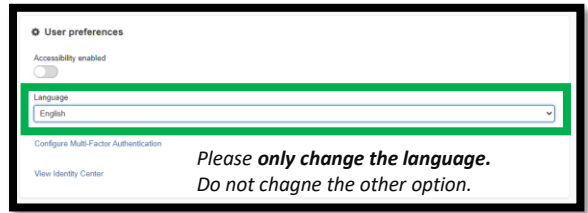
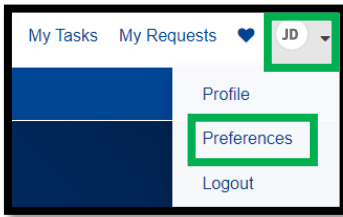


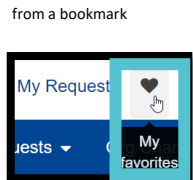
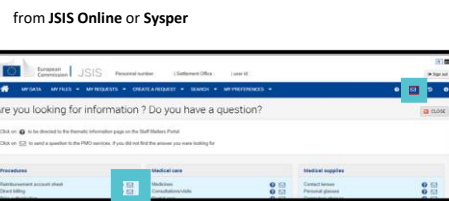
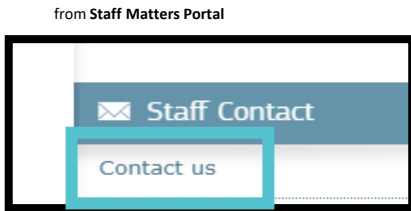
Staff Contact - overview

Change language

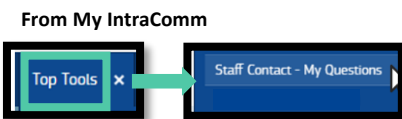


Please **only** change the language. Do not chagne the other option.

Submit a request

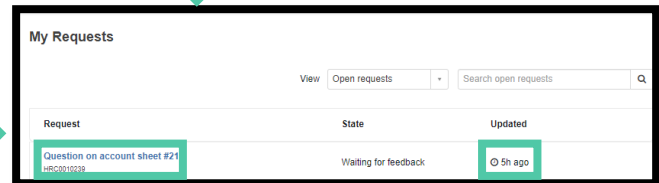


View my requests



From any page in ServiceNow

Email notifications
You will be notified by email whenever there is a message or an action for you. **Click on the link in the e-mail** to view your request or task.



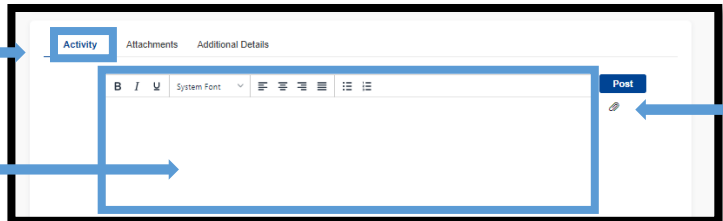
Click on the title to view the details of the request.

To view the exact time, mouse over the date

Chat with the service

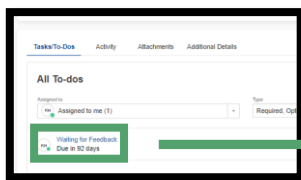
Click on „My Request” or „My Tasks” → click on “Activity” tab.

Write your message here → click „Post”.

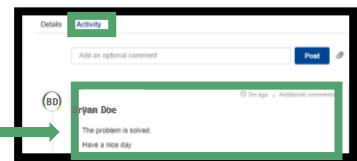
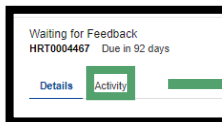


To upload a document (sent separately from the message)

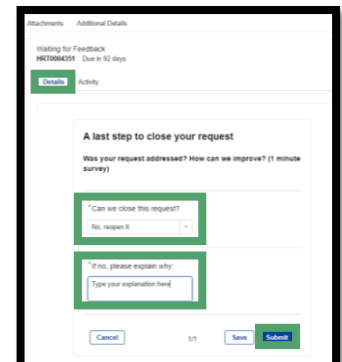
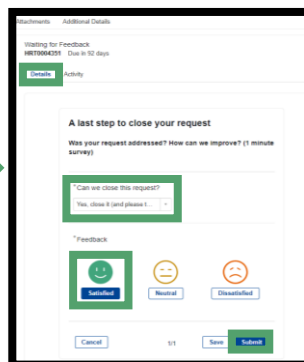
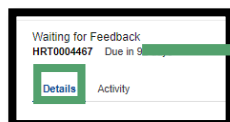
Close a request



To read the response click on „Activity”



To close or reopen click on “Details”



“Can we close the request?”

“Yes” : close the request

“No”: reopen the request.