
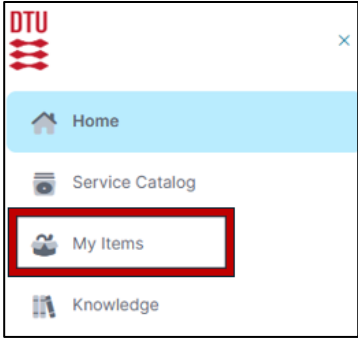


Guide name	Follow your case on DTU Service Portal
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Step	Description	Navigation
Go to DTU Service Portal	Go to serviceportal.dtu.dk	
Find your case	You can always follow your case by either scrolling down the main page or by clicking on the top left of the three bars and selecting "My Items".	 
Add note or attach file	<p>You have the option to add a note or attach files after you have created the case.</p> <p>In the three tabs at the top, you can see the progress of your case under "Status" and add a note. Your message will be visible on the case. And the employee responsible will receive a notification that you have responded to the case.</p> <p>Under "Details" you can see relevant information.</p> <p>You can also add files to the case under "Attachments".</p>	