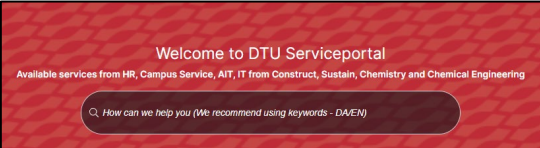
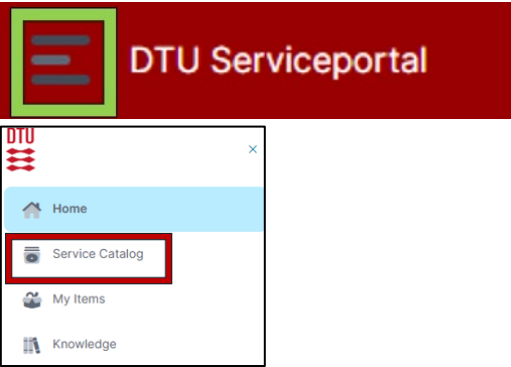
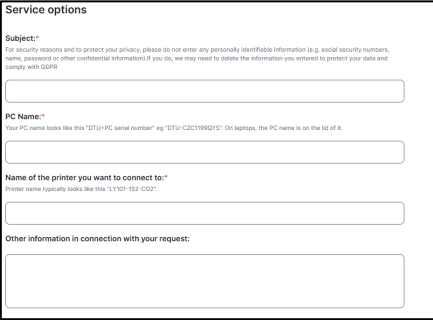
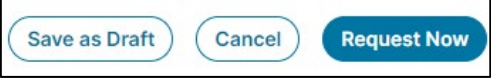


<b>Guide name</b>	<b>Create a case on DTU Service Portal</b>
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Step	Description	Navigation
<b>Go to DTU Service Portal</b>	Go to <a href="https://serviceportal.dtu.dk">serviceportal.dtu.dk</a>	
<b>Search for service</b>	<p>In the search field, enter relevant keywords for which you want help.</p> <p>Alternatively, you can look in the <b>Service Catalog</b>. You can find it by clicking on the three bars in the top left corner</p> <p><i><b>Note!</b> If you often use the same service, you can advantageously add the page to your "Favorites" by clicking on the heart. Next, the page will appear directly on your front page.</i></p>	<p>Search either in the search field:</p>  <p>Or look in the Service Catalogue</p> 
<b>Fill in fields</b>	<p>When you have found a suggestion that matches your needs, click in and fill in the fields on the page.</p> <p><i><b>Note!</b> It may vary from service to service which fields can/must be filled in.</i></p>	<p><b>Eksempel:</b></p> 
<b>Send request</b>	Submit the request by clicking on <b>"Request now"</b>	

*You can always follow your case in the system. See guide **"Follow your case"***