

DEPARTMENT ASSIGNMENT CHANGES

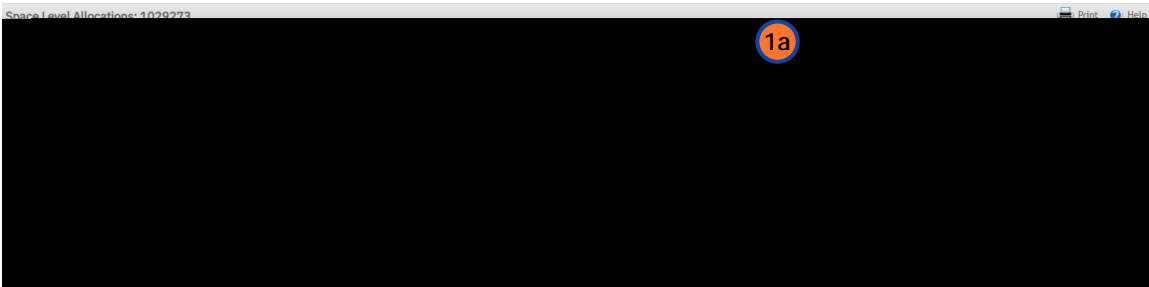
IMPORTANT

Revision In Progress
Space Validation: Update Space Status

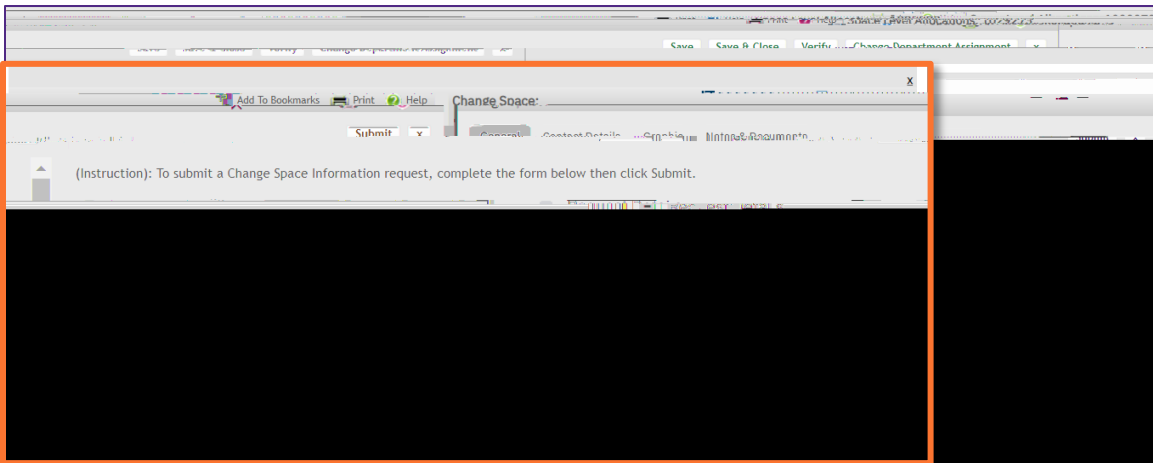
DIRECTIONS:

1 Find Space Level Allocation Record:

1a Click Change Department Assignment



2 Use Change Space Information form





AC A A DEPARTMENT ASSIGNMENT CHANGES

DIRECTIONS:

4

Under the **Request Record** column, click on the request record.

4

Click on **Contact Details** to view the contact details for the request record.

