



NUPD UPDATE - JANUARY 21, 2021

REVIEW ON NUPD PROCESS

As a reminder to all NUPD members, we updated and simplified the Facilities Service Request process for NUPD.

Only the Risk/Facilities - NUPD request class should be used for every service request created regardless of the type of request, even if there is a request class that closely aligns to the request

Step #2

Add Details to Request Form

Upon opening, complete the Request Form with the details pertaining to the

Step #6

Open the Corresponding Work Task

Scroll to the bottom of the Service Request Record, and locate the corresponding Work Task. Click anywhere on the Work Task Record