

CNS WORK ORDER GUIDELINES

1. Log in to myUK to access the launch pad.
2. Choose Enterprise Services.
3. Click on the "IT Service Request" tab.
4. Choose one of the following types of requests. (Note: To change features on a phone line, choose "Telephony and Network Service Requests".)

UKIT Service Requests

<p>Telephony And Network Service Requests</p> 	<p>All Other Requests</p> <p>(859) 218-HELP (4357)</p>
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Quick Access Links

Fast access to the most time sensitive requests:

Data Port Activation Request ⚡
Request data port activations

5. When you receive this screen choose the appropriate request type and complete the on-line form.

UKIT Service Requests

Request an Estimate
I have an IT project, and I need to know how much it will cost before proceeding.

Fund a Completed Estimate
I have already received the information on how much an IT project will cost, have funding, and am ready to proceed.

Request Service Without an Estimate
I have a clearly-defined IT project (or task) that needs to be completed, detailed cost information is not required for approval, and I am ready to proceed.