

Are You a Requestor?

In order to log-in, we have to set you up as a requestor. Currently, the only people we have set up as requestors are building chairs/alternates, UBRs (Unit Business Representatives), and people specified to us by UBRs.

If your UBR didn't specify that we set you up as a requestor, you are not currently in our system.

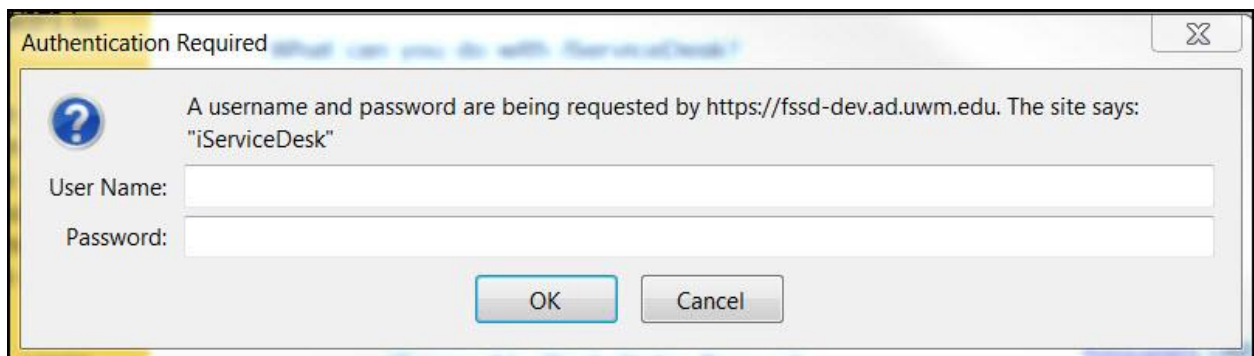
You do not need to be set up as a requestor to enter service or chargeable work requests.

Please ask you UBR to contact us if you need access to submit project and/or key requests.

iService Desk Login

Requestors should change their password before using iService desk for the first time. See “iService Desk Changing Your Password” to learn how to change your password.

- There is no “login” box or link for iService Desk.
- However, requestors need to authenticate to submit certain types of requests. After clicking the link of a request that needs authentication, a popup box will appear that looks like:



- After entering your “User Name” and “Password,” you will be directed to the appropriate screen.

If you experience problems logging in the first time, please contact Kimberly Jackson at jacks327@uwm.edu or Eve Andreas at eandreas@uwm.edu. We will email you a document regarding your user name, password, and how to change your password.