1. To get the current URL, go to: http://www.uvm.edu/eas and click on the FAMIS link. You can add this link to your “Favorites“ tab.

2. Login to FAMIS using your UVM NetID and password (this is the same as your UVM e-mail password). Click “LOGIN”

3. Click on Service Requests
4. Click on **Create Service Request**.

5. Verify your contact information is correct and click on **Next**.
6. Select **FREQUENTLY REQUESTED SERVICES** for the listing of typical service and maintenance needs. (Most of these services do not require a Chart String.) Or, select “Create your own request.”

7. Select the name of a specific service type from the listing.

8. If you selected “**Create your own request**” or a frequently requested service that requires a charge to your Department, then you will be prompted to enter your Chart String.
9. To enter your Chart String, you must **first click on the look-up icon** (hint: the magnifying glass) for **Chart of Accounts** column.

10. Then, click the word **“STANDARD”** to enable you to enter all the required segments of your Departmental Chart String.

11. When entering your Chart String information into each segment listed, please be sure you enter the information correctly, or use the drop downs if you prefer.

   **Note:** the tilde “~” is required between certain segments. (see example)

   The ~ is required between segments as follows:
   - **OU~Department** 01~11524
   - **Fund~Source** 100~100001
   - **Function** 601
   - **BU~Proj. ID~Proj. Act** (This is an optional field. if you don’t have these, leave blank.)
   - **Program** 0000
   - **Purpose** 0000
   - **Property** 0001 (**This is a new required field. Do not leave blank.**)
   - **Pct** 100 (Refers to Percentage of budget covering cost, if multiple budgets involved.)
12. Then, enter your **Service Details** including a **Description of Work** to be done. Click on **Next**.

13. Select the **Site, Building, Floor, Room** using the grey boxes to enter the specific location where the work is requested. Click on **Next**.

14. Review your request and click **Finish** when you are done.
15. Note your **Service Request (SR)** Number for reference purposes.

16. **(Optional)** You may now also attach Files (e.g. photos, sketches, documents) to your Service Request.

17. Click on the **"Logout"** link when you are done.

18. Receive confirmation that you have logged out of FAMIS.