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Log into the Service Portal webpage found here:

<https://csueastbay.service-now.com/sp>

On the Service Portal page, click the link "



From the Categories column on the left side of the page, select "



On the Administration and Business page, click the option for

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On the



From the [Service Portal](#) page, see the section titled "My Open

If you did not attach any documentation when you first submitted this request, you may do so