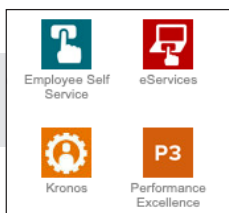


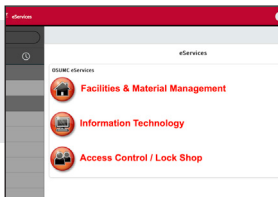
eServices Signage Request



1. Open **OneSource**



2. Click on the **eServices** icon

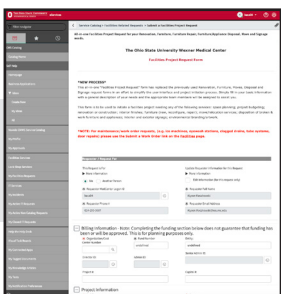


3. Hover over **“Departments”** and click on **“Facilities & Material Management”**



4. From there, click on **“Submit a Facilities Project Request”**

NOTE: This all-in-one “Facilities Project Request” form has replaced the previously used Renovation, Furniture, Moves, Disposal and Signage request forms in an effort to simplify the user interface and project initiation process. Simply fill in your basic information with a general description of your needs and the appropriate team members will be assigned to assist you.



5. Fill out information on form as needed