

Change Request Form Quick Guide

The change request form is used for proposing functional changes to the electronic HR Portal.

These are the steps for filling out the change request form:

1. Download the form from the HR website
2. Delete the sample data from the form and enter your information
3. Provide the short description of your proposed change and the date submitted
4. Fill out the “Section I” information

These are the steps for adding a screenshot to form:

The screenshot must first be saved as an image file. Depending on your preference, either the Snipping Tool or Paint can be used for creating the image file.

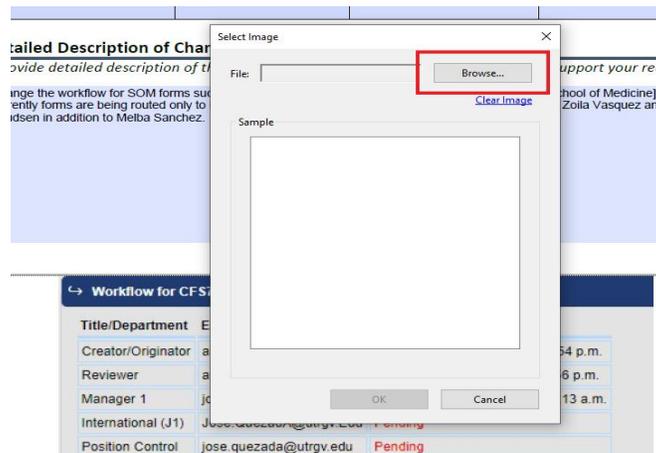
1. On the change request form click anywhere on the sample image:



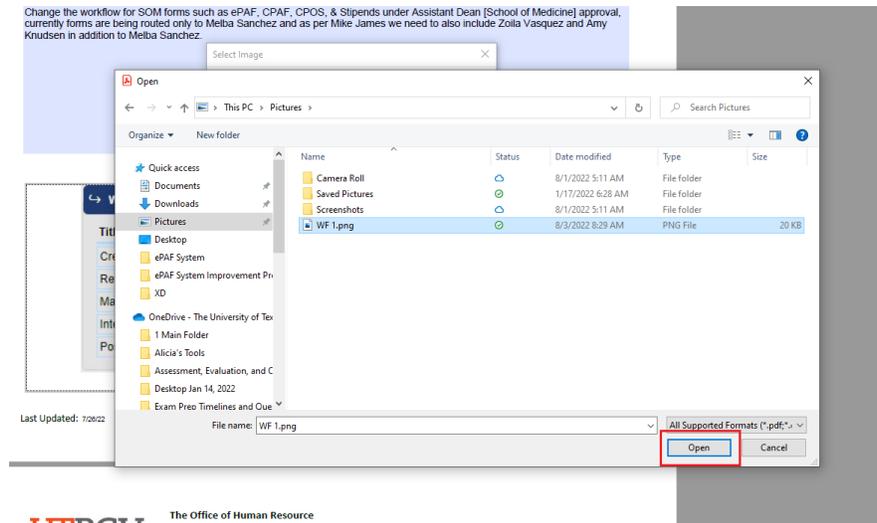
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2. The “Select Image” popup will then be displayed. Next, click on the “Browse” button.



3. The Windows Explorer will then appear. Navigate to the location where the image is saved on your system. Select the image file and press “Open” to add the image to the “Select Image” popup.



4. Press the “OK” button to add the image to the change request form.

