

# INTRODUCING AN ENHANCED *MYFSU* *SERVICE CENTER* EXPERIENCE

## Reviewing Estimates

### From myFSU Service Center Notification Email

1) Receive email notification from myFSU Service center

**Subject: ITS Estimate | Review Needed**

ITS Estimate | Review Needed



2) Click **link** from Salesforce case email

Tip: Copy to provided password



To: Staci Smith

Hi,

An estimate is available to review for case #00575430.

Use the link and password below to view and download the file and provide your feedback.

Link: [Estimate](#)

Password: UHtdH2oY

3) Click **Review Estimate**

### Case Estimate Review & Approval

Thank you for your interest in an ITS service.

You have selected a service that requires a payment through an FSU Purchase Order (PO) or valid external account. Please review the estimate and provide the necessary information so work can begin.

If you have any questions, please contact the ITS Service Desk at 850-644-4357 or [help.fsu.edu](mailto:help.fsu.edu).

[Review Estimate](#)

\* Download PDF to view estimate

4) Enter password provided and click **Go!**

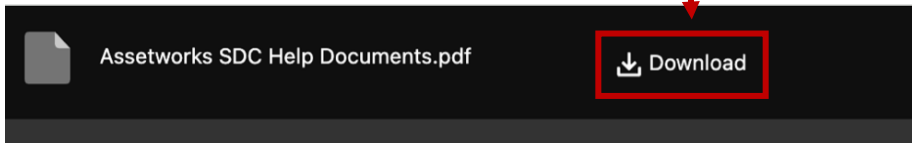
### Password Required

To access the file, enter the password that was given to you with this content delivery:

Go!

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5) Click **Download**



6) Click the radio button next to **Estimate approved**, **Estimate no longer needed**, or **I would like to discuss this estimate with ITS staff**

**\*Would you like for Information Technology Services staff to proceed with the work provided in this estimate?**

- Estimate approved
- Estimate no longer needed
- I would like to discuss this estimate with ITS staff

7) If **I would like to discuss this estimate with ITS staff** is selected, **enter comments**

I would like to discuss this estimate with ITS staff

**\*Please include comments to the ITS staff assigned to this case.**

8) Click **Next**

**Next**

9) If **Estimate approved** is selected, you will be directed to provide Budget Information.

If **Estimate no longer needed** or **I would like to discuss this estimate with ITS staff** is selected, you will receive this confirmation screen.

**Response  
Received**

Your response has been received. Someone from our team will contact you shortly regarding next steps.

If you have any questions, please add a comment to your myFSU Service Center case or contact the ITS Service Desk at [help.fsu.edu](http://help.fsu.edu).

myFSU Service Center