

## Estimate Submittal Process

Please follow the process that I have listed below for submitting an estimate request

1. Log into [uky.service-now.com](http://uky.service-now.com)
2. This should bring you to a Self Service Home page



Categories	
<input type="checkbox"/> Administrative and Business	21
<input type="checkbox"/> Communication and Collaboration	34
<input type="checkbox"/> Desktop and Mobile Computing	5
<input type="checkbox"/> Information Security	13
<input type="checkbox"/> Infrastructure	25
<input type="checkbox"/> IT Professional Services	13
<input type="checkbox"/> Teaching and Learning	1

3. Click the plus sign by IT Professional Services

IT Professional Services

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- IT Communications and Documentation
- IT Service Delivery and Support
- IT Strategy, Governance and Enterprise Architecture
- Portfolio and Project Management

## 4. Select Portfolio and Project Management

Home > SelfService > IT Professional Services > Portfolio and Project Management

Search

**Categories**

- Administrative and Business
- Communication and Collaboration
- Desktop and Mobile Computing
- Information Security
- Infrastructure
- IT Professional Services
  - IT Communications and Documenta...
  - IT Service Delivery and Support
  - Portfolio and Project Management**

**Portfolio and Project Management**

Project portfolio management and related project management services. Including ITS Estimate requests, Estimate funding and Engineering support for unfunded projects.

<b>Project Resource Request</b> Request for ITS Engineering or Design work for an unfunded project View Details	<b>Request an ITS Estimate</b> Request an Estimate for network, telephone, data, or infrastructure work View Details	<b>Fund an Estimate</b> Fund an ITS estimate with cost center View Details
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## 5. Select Request an ITS Estimate

## 6. Fill out the form and hit submit (Only the Red Stars are required)

**Request an ITS Estimate**  
Request an Estimate for network, telephone, data, or infrastructure work

\* Indicates required

Refer to [Request an ITS Estimate](#) for instructions to fill out this form

**Request an estimate for network, telephone, data, or infrastructure work from ITS Enterprise Networking & Infrastructure.**

**For all other equipment requests, please submit using the [Computer Equipment Quote Request form](#), contact your to your department / college IT or submit to [Customer Services Assistance Request](#).**

\* Short Description of estimate request

\* Requester

Approver(s)

Watch List - additional personnel to receive status information

\* Department to receive service (enter Dept # then select Department)

\* Departmental contact name

\* Departmental contact telephone number

\* Work location  
Campus

\* Building name

\* Floor number(s) included in work plan

\* Room number(s) included in work plan

\* Description

Add attachments