Entering and Prioritizing Requests in the Requests and Commitments System

Overview
Franklin College department heads and directors are asked to submit and prioritize requests for various funding sources, including Primary Computer Lifecycle requests, Student Technology Fee Base Allocation requests, and Learning Technologies Grants requests. This page provides instructions for submitting and prioritizing requests.

- Entering Requests
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Entering Requests
1. Log into Requests & Commitments
2. Click on “Create a New Request”
3. Choose the request type:
   a. College-level Allocation/Commitment
   b. Computer Lifecycle
   c. Learning Technologies Grant
   d. Student Tech Fee Base Allocation
   e. Student Tech Fee One Time Funding
4. Choose the request sub-type (e.g., desktop, laptop, etc.)
5. If prompted, select a standard configuration option (e.g., Dell Standard Desktop, Apple Standard iMac, etc.)

**Please note:** when selecting a standard configuration, some information may pre-populate. Do not change this information.

6. Complete the requested Description fields (e.g., description of the request, quantity needed, preferred time frame, number of students served, etc.)
7. If not pre-populated, enter the total amount of money needed for the request

**Please note:** this information can come from a quote or from a UGAmart cart provided by an IT Professional

8. Attach any supporting documentation as applicable
9. Submit the request

Prioritizing Requests
1. Log into Requests & Commitments
2. Click on “View Requests” (see below)

3. Click on “Show Filter Options” (see below)
4. Click on "Filter by Request Type" and select from the available options (see below)
   a. College-level Allocation/Commitment
   b. Computer Lifecycle
   c. Learning Technologies Grant
   d. Student Tech Fee Base Allocation
   e. Student Tech Fee One Time Funding

5. Click on "Filter by Request Status" and select "Submitted" to display current requests (see below)
6. Click the "Show" button to display requests (see below)

7. Use the arrows to promote or demote a request on the list (see below)

8. Click the "Logout" button when finished
Related articles

- Entering and Prioritizing Requests in the Requests and Commitments System
- Equipment Request and Allocation Process
- Student Technology Fee (STF) Process
- Primary Computer Lifecycle Management Process
- Computer Equipment Software or Services (CESS) Process