

Service Catalogue Guide

The Service Catalogue can be found in the Technology Portal. It can be used to request services and equipment:

- Devices and accessories
- Software
- Telephony
- Account Management
- Technical Catalog

It is found by:

- 1. Go to your Intranet Home page
- 2. Click on Technology portal



3. Click 'MoJ Staff (Windows DOM1) login here'







4. Click 'Continue'

5. Click 'Something New'

My Approvals Review your outstanding approvals	Q My Orders Check the status of your orders	My Issues Monitor your existing issues
Knowledge Hub search for help	Something New ster new devices, accounts or software	My Surveys View your existing assessments & surveys
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6. **Click** the appropriate section

a) Software is selected for this example)



b) Click into your search criteria and populate with what you want

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Certimon of our output	Norma N. MO (Catalanua N. Ka			7	Search		
	Categories		Software				^
	Account Management	0	ABBYY FineReader 14.1 - Add ABBYY FineReade	r 14.1	- Remo Add Freedom S	cientific Zoom	

c) When you start to populate the search criteria it will start to populate and give you a drop down of options.

d) Select Folder Access – Addition







e) Complete the mandatory fields *

f)	Click	'Order	Now'
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Folder Access - Addition	Add to Cart
Folder Access - Addition	
This item provides user access to a shared folder on the network.	Order Now
This item has the following Pre-requisites/Instructions:	
 Please provide the full file path, folder name and User ID State if you require access to sub folders within the folder State if you require Read only, Write or Amend access to the folders 	Required information Department Line manager User 1
Please note: IF YOU ARE REQUIRING ACCESS TO SUBFOLDERS, ACCESS WILL ONLY BE GIVEN WHEN THE PERMISSIONS MATCH THAT OF THE MAIN FOLDER. If permissions are different you will need to specify the name of the subfolders on the order form.	Futer File Path To Where The Folder Is Located Site Dusiness justification
Requestor	
Yes *	
Requested for	
*Name	
O Denise Kruip *	
*Email address	

Once your Line Manager has approved the request you will receive an email advising that the request is being processed:

Hello, Your request has been submitted for approval;

Requested For: John Brown Requested By: John Brown Number: RITMO####### Approval: Requested





When your request has been processed you will receive a following email advising that the request has been completed:

Hello,

Your requested item number: **RITMO**####### for **Folder Access** is complete.

If your item has not been fulfilled as expected, please contact the MoJ Service Desk.