

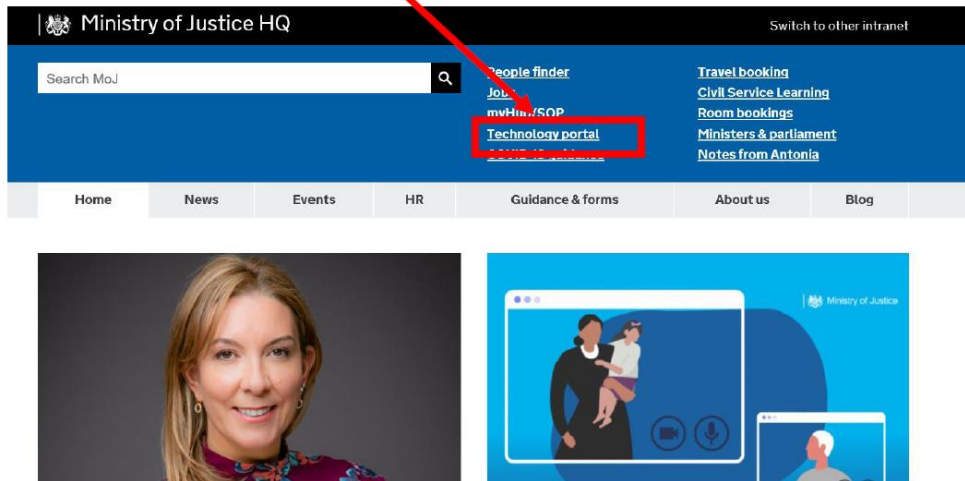
Service Catalogue Guide

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

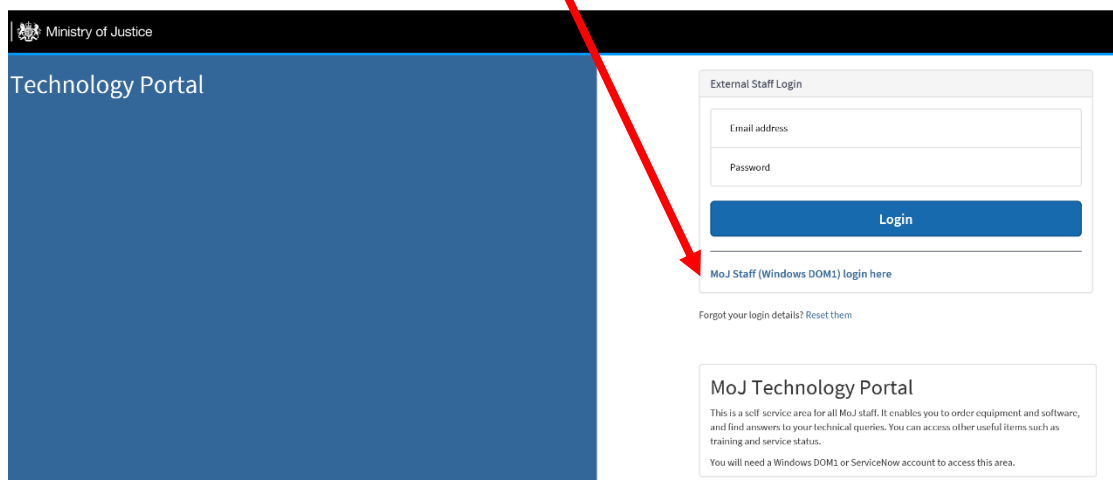
- Devices and accessories
- Software
- Telephony
- Account Management
- Technical Catalog

It is found by:

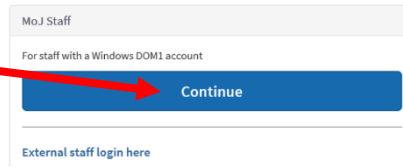
1. **Go** to your Intranet Home page
2. **Click** on Technology portal



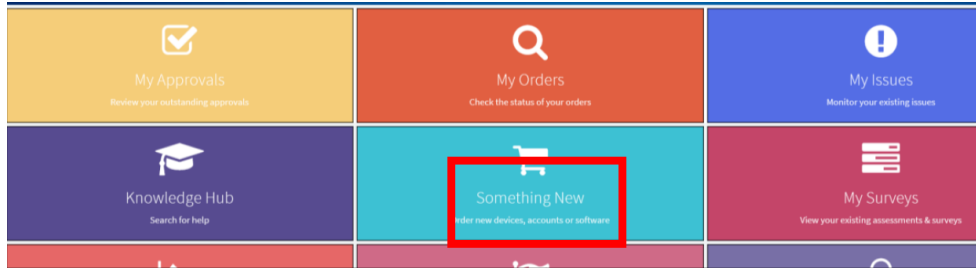
3. **Click** 'MoJ Staff (Windows DOM1) login here'



4. Click 'Continue'

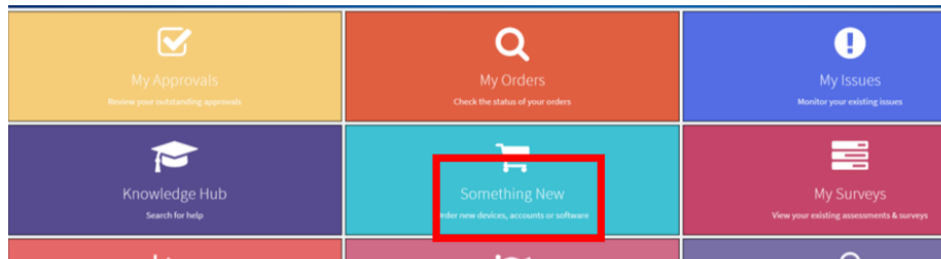


5. Click 'Something New'



6. Click the appropriate section

a) Software is selected for this example)

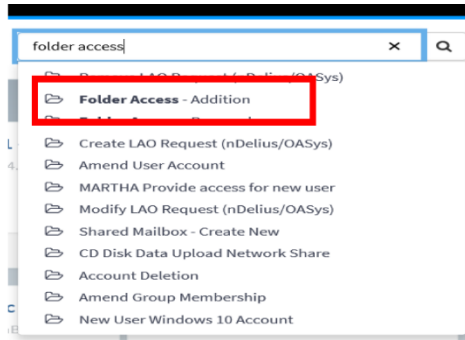


b) Click into your search criteria and populate with what you want



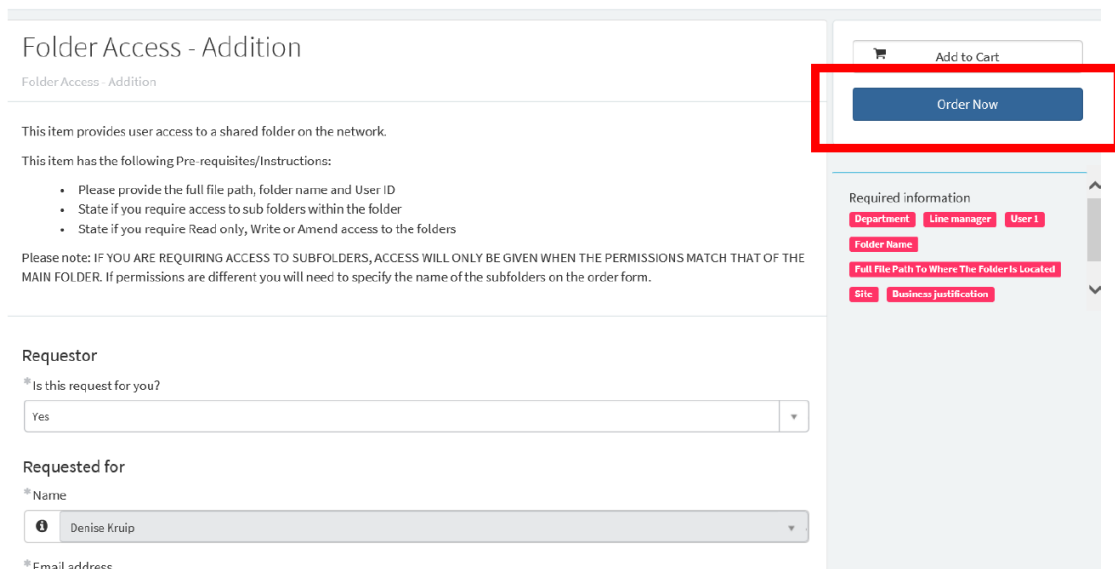
c) When you start to populate the search criteria it will start to populate and give you a drop down of options.

d) Select Folder Access – Addition



e) Complete the mandatory fields *

f) **Click 'Order Now'**



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: RITM0#####
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: **RITM0#####** for **Folder Access** is complete.*

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