



February 4, 2016

Dear Campus Community:

The Chancellor and Provost Committee on Lesbian, Gay, Bisexual, Transgender, and Queer Concerns is happy to share with all units that through the great work and dedication of many individuals and committees, an “All Gender Restroom” sign (samples below) is currently now available through the Facilities and Services sign shop. The signs are to identify single-use, locking-capable restroom facilities in campus buildings. The Chancellor’s and Provost Committee on LGBTQ Concerns officially recommends the usage of this sign for all applicable restrooms. Please use this document as a functional job aide that can assist your unit/office/building managers to successfully order and install the signs.

In Solidarity,

Cris Mayo, Chair

Alejandro Gómez, Vice-Chair

Instructions:

- 1) Navigate to my.fs.illinois.edu
- 2) Select “Service Request” from the left side bar
- 3) Sign in with University credentials. NOTE: Only authorized users for building services requests can access this function.
- 4) Select the Type of service, “Service Request”, and your desired completion date.
- 5) Select your Building and Room Information
- 6) In the Description, be clear to request the “All Gender Restroom” sign and any specifications for coloring or style to match your building
- 7) Contact information will be the user submitting the request
- 8) Insert the appropriate account information, via the Account tab, for this service request. At present, the signs cost \$100 (for parts and installation). The Committee has some funds committed to this project, please contact us at lgbtconcerns@illinois.edu if your unit needs assistance.
- 9) When all necessary fields are complete, submit the request.
*Sean Cassidy is the point of contact at the Sign Shop and can be reached at signshop@mx.uillinois.edu, if further assistance is needed.



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ILLINOIS | Facilities & Services

- AIM Account Request
- Campus Mail Request
- Car Pool
- Division of Responsibility
- iStores
- Preventive Maintenance
- Work Status Communications
- Service Request**
- Voucher
- Work Order Reporting

Welcome to my.FS

Facilities & Services would like your feedback. Go to <http://go.illinois.edu/WOfeedback> to share your th

Information about the contractors, rates, and the divisions of work in Contractor Services is available: [C](#)

Information relating to Contractor Services Contractors expenditures against their current fiscal year Sta

The current Contractor Services RFP contract is available here [Request for Proposal](#) and a list of the man Program is here [Mandatory Requirements](#)

my.FS is the entrance to the on-line services provided by Facilities & Services, including:

- Making a purchase through iStores
- Submitting a service request
- Reserving a vehicle

Login to the portal to:

- Request a new AIM account
- Check the status of a work order
- Access the F&S Voucher application
- Subscribe to receive work order status updates

Select an option from the left menu to access a service or log in to access the portal AIM applications.

For assistance, contact myfs@mx.uillinois.edu.



[Customer Forum Recommendations](#)

ILLINOIS | Facilities & Services

Service Request | Service Request Order History

my.FS > Service Request

[Clear Entries](#) [Submit Request](#) [Help](#)

Request Detail | Account | Additional Information

Type: Choose One Desired Comp. Date:

Attachment:

Contacts: [Add Contact](#) [Edit Contact](#) [Remove Contact](#)

Name	Type	Netid	Phone	Email
[Redacted]				

Building:

Room: Choose One

Description (4000 chars. max)

Account:

[Large text input area for description and account]

In a critical situation requiring immediate action or for any problem regarding an elevator, the online request form should NOT be used. Call the Service Office at 333-0340. In all other instances, use the portal.

Illini Union, 1st Floor, North east



Clark Hall, 1st Floor, East side

