Viewing Submitted Tickets and Service Requests

1. From the left menu bar, go to View in My Activity to view the status of your tickets and service requests. The View in My Activity button is in the lower left portion of the service request landing page.

2. From here you will see a chronological listing of tickets. Select the ticket you want to view or re-open.
A) You can view the details of a ticket by expanding the collapsible menu.
B) To cancel re-opening a ticket, click **Cancel**.
C) To reopen the ticket, click **Reopen**.