Ordering Hardware Accessories

1. Go to it.wustl.edu and select the **Request Services** icon.

2. Log in with your WUSTL Key.

3. Select **Information Technology**.

4. Select **Computer, Mobile Devices, Printers, Software**.

5. Select **Hardware Accessories**.

6. Complete the form.
7. Select items from the left Available list then select the right arrow to add an item to the right Selected list
   a. To remove an item, select it from the Selected list and then select the left arrow.

8. Once the form is completed, select **Add to Cart**.
9. A box will appear below, select **Checkout** or **Continue Shopping** to add more items.

OR

a. You can save a draft of the form by typing in a Draft Name.
b. Select **Save a Draft of this Item**.

Order this Item

Price	$0.00
Quantity	1 ▼
Subtotal	$0.00

Add to Cart ⑧

Catalog Item Drafts

Draft Name

Enter draft name

Save a Draft of this Item

Shopping Cart

1 Move Hardware Request $0.00

Subtotal	$0.00

Edit Cart

Checkout

Continue Shopping ⑨

Order this Item

Price	$0.00
Quantity	1 ▼
Subtotal	$0.00

Add to Cart

Catalog Item Drafts

Draft Name

3-5 Jesse's Order ⓐ

Save a Draft of this Item ⓑ

c. If you return to the Hardware Accessories form in the future, you can select your draft under Catalog Item Drafts and pick up where you left off.

Order this Item

Price	$0.00
Quantity	1 ▼
Subtotal	$0.00

Add to Cart

Catalog Item Drafts

3-5 Jesse Order ⓒ

Draft Name

Enter draft name

Save a Draft of this Item

10. Select the right arrow to view the order summary.
11. Select **Edit** if the order summary is incorrect.
    a. You will be taken to the form page.
    b. If you need to remove items, select the item from the right Selected list and select the left arrow.
    c. Once completed, select **Update Cart**.
12. Select **Delete** if you would like to cancel the order.
13. If the order is complete and accurate, select **Submit Order** in the top right corner or bottom right corner.

14. On the next page you will see a message indicating your order has been submitted.
15. Your order number is the RITM number. If you call the Help Desk to check on your order, provide the RITM number.

Hardware Accessories

| | Back to Catalog | Continue Shopping | Home |

Thank you, your request has been submitted   **14**   ✕

Order Placed: **03-01-2018 04:38:39 PM**

Number	Description	Stage	Price (ea.)	Quantity	Total
RITM0227893 **15**	Accessories	▸ ⊘→○○○○○○○	$178.73	1	$178.73

| Back to Catalog | Continue Shopping | | Home |

16. Check the status of an order yourself by going to it.wustl.edu and selecting the **My Tickets** icon.
17. Log in with your WUSTL Key.
18. Select an order under Open Requests to view the status.

Home > My Tickets

Quick Search   🔍

Open Issues	Open Requests
	RITM0227893 - 1 of each Hardware Accessories selected for Depot Customer Ordered 03-01-2018

19. Contact the Help Desk at 314-933-3333 if you have any questions.