Need support for a printing issue?
Submit a ‘ServiceNow’ form

SUPPORT

1. Open URL unimelb.service-now.com/sp
2. Enter [Preferred contact number]
3. Select [Issue Type]
4. Select ‘Support’ as [Issue Type] for printer-related issue
5. Enter [Printer name] and [Issue or feedback]
6. Select [Campus], [Building], [Floor] and [Room]
7. Select [Submit]
BALANCE TRANSFER

1. Select ‘Balance Transfer’ as [Issue Type] if you are leaving the University and would like a refund for any outstanding balance on your card.

2. Enter [Student ID]

3. Select [Submit]

FEEDBACK

1. Select ‘Feedback’ as [Issue Type] to provide general feedback

2. Enter [Issue or feedback] then provide feedback in the space provided.

3. Enter [Additional Information]

4. Select [Submit]