Overview

This Job Aid includes step-by-step instructions for searching for a case in the FSU Service Center (CRM).
1. Log in to http://servicecenter.fsu.edu/
2. Navigate to the **Main Menu**, which can be found in the upper left-hand corner of the page.
3. Select **Service Center** from the dropdown menu.
4. Select Find Cases from the dropdown menu.
5. Select the appropriate criteria from the **Predefined Search** dropdown.

6. Click the **Search** button.

Your search results will appear below the **Search** button.