Overview

This job aid includes step-by-step instructions for searching for a case in the FSU Service Center.
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.

![Service Center dropdown menu](image1)

4. Select Find Cases from the dropdown menu.

![Service Center dropdown menu with Find Cases highlighted](image2)
5. Select the appropriate criteria from the **Predefined Search** dropdown.

   ![Predefined Search dropdown](image)

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