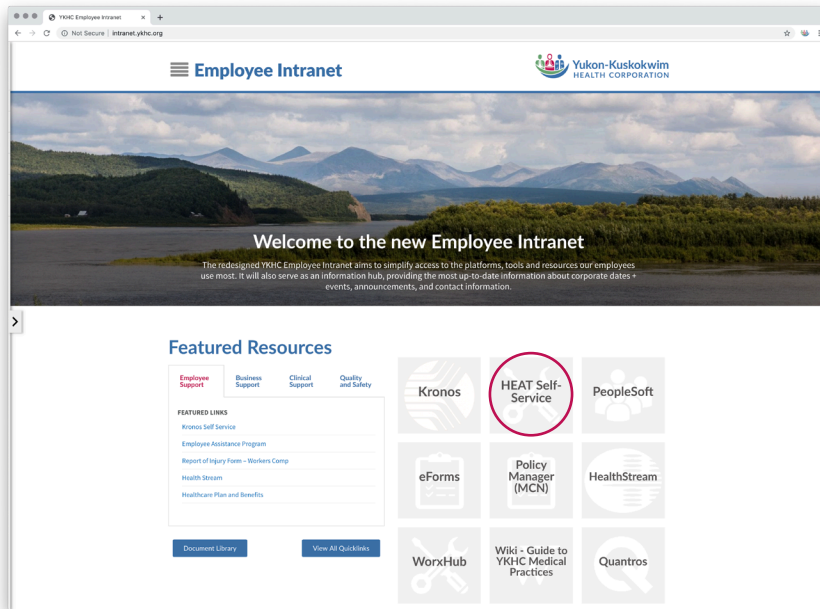
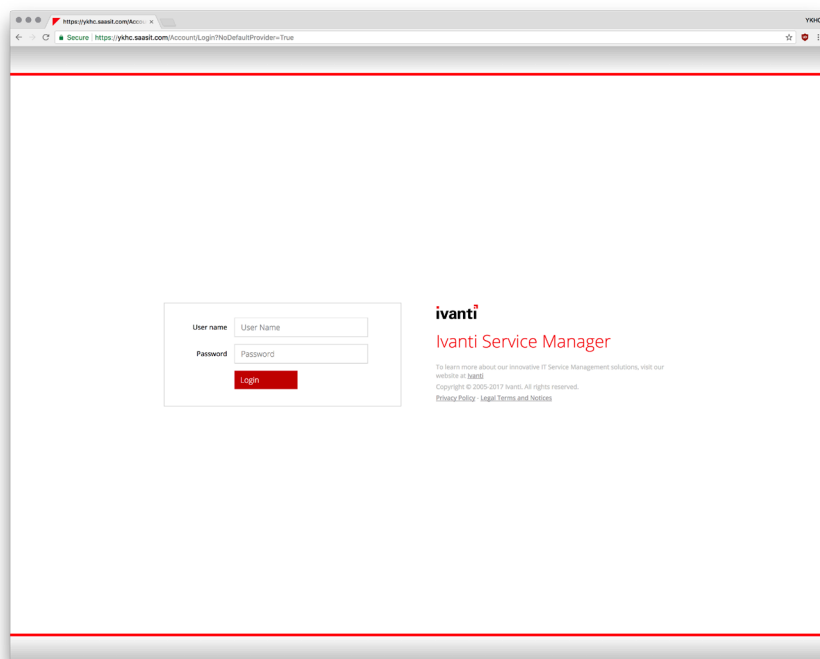




Guide to Requesting Public Relations Support through HEAT Self-Service

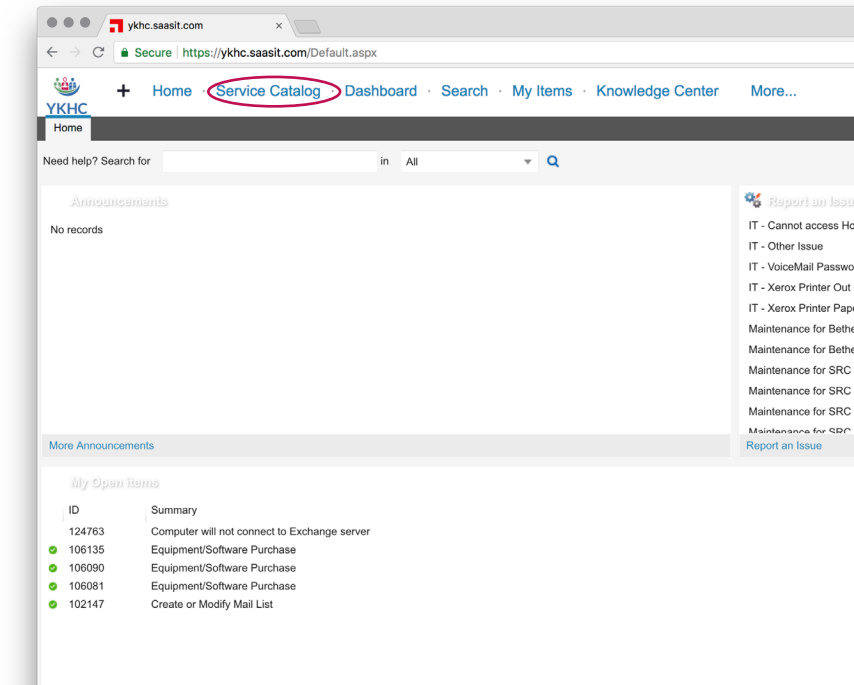


1. Access **HEAT Self-Service** through the YKHC Intranet homepage.

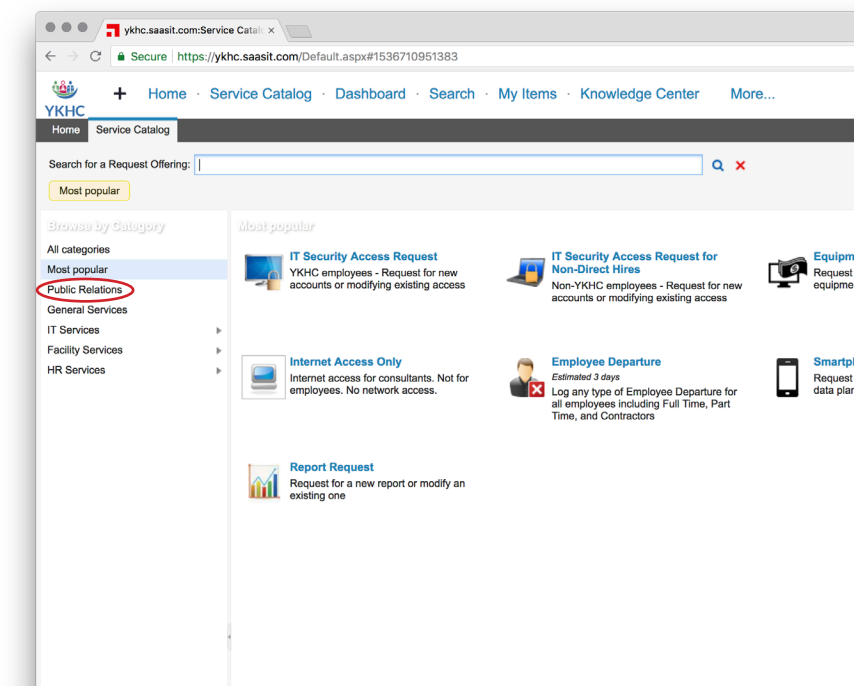


2. Log in using your YKHC domain credentials.

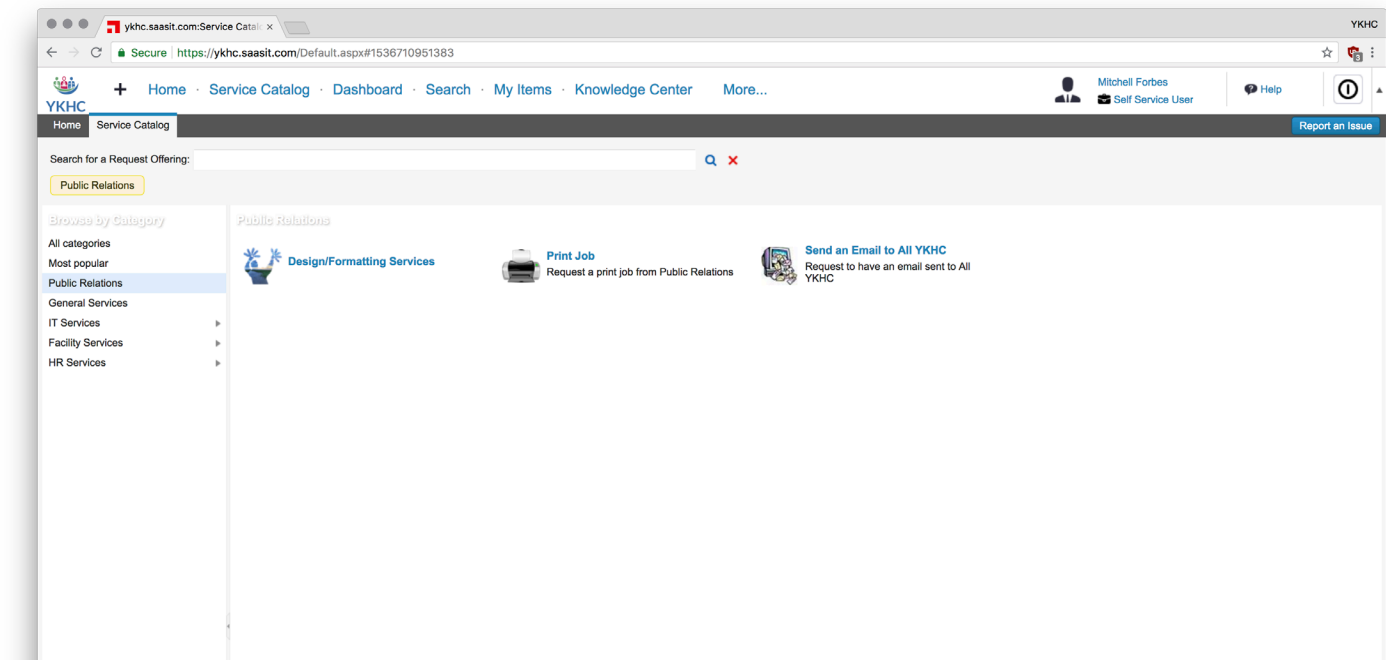
3. Select **Service Catalog** from the HEAT dashboard.



4. Select **Public Relations** from the category menu.



5. Select the service request that best fits your request.

A screenshot of the 'Print Job' service request form within the YKHC Service Catalog. The form is titled 'Service Offering: Print Job' and 'Request a print job from Public Relations'. It includes a 'Print Job' section with a note about submitting requests for already drafted items. The form is divided into two main sections: 'Requester Details' and 'Print Job Details'. The 'Requester Details' section includes fields for Employee Name (Mitchell Forbes), Department (Public Affairs), and Extension (6036). The 'Print Job Details' section includes fields for Job Type, Job Name/Description, and Date Needed By. There is an 'Attachment' section with 'Select files' and 'Delete all' buttons, and a note to 'or drop files here'. At the bottom, there is a 'Total Number of Pages in Print Job' field, a 'Paper' section with 'Quantity of Copies Requested' and 'Paper Size' fields, and a 'Paper Stock' field. The form concludes with 'Cancel' and 'Review & Submit' buttons. A blue-bordered box on the right side of the form contains the text: '6. Fill out the service request. Be as specific as possible. A member of the Public Relations team will contact you with any questions.'