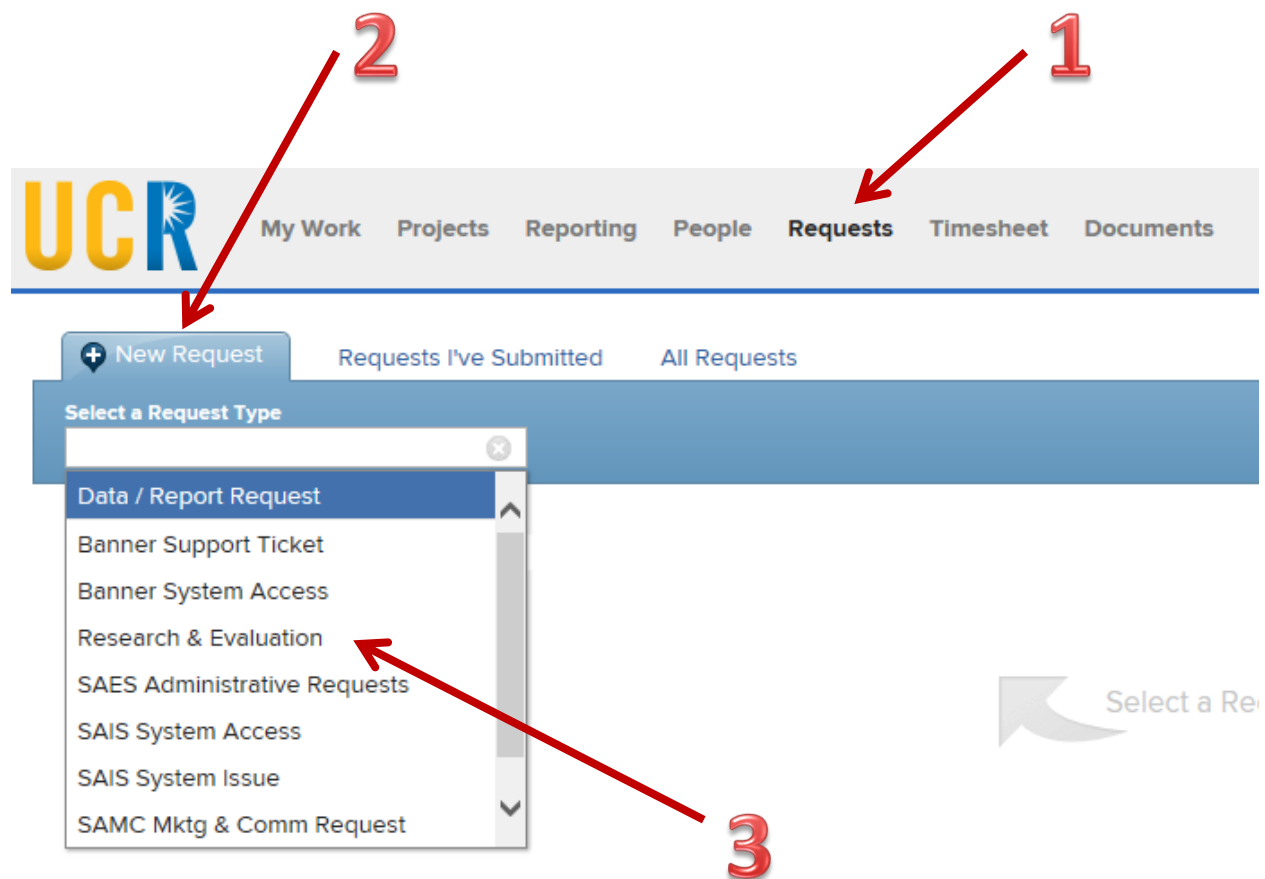


# Using WorkFront to Submit a Research & Evaluation Request

Use the link below to open WorkFront in order to submit your request.

<http://go.ucr.edu/workfront>

Once the WorkFront page has opened follow the steps below to enter your request.



- 1) Select "Requests" from the menu across the top of the page.
- 2) Select "New Request".
- 3) Then from the Drop Down menu select "Research & Evaluation".
- 4) At this point you will be presented with a new page. On this page fill in the requested information and click "Submit Request".