How to Submit an Outage Notification

Revised 1/26/16
Log into ServiceNow.
Click on “Facilities Integrated Service Center”.

![Image of a webpage showing the CIT Customers - Employee Self Service page with an arrow pointing to the Facilities Service Center link.](image-url)
Click on “submit outage communication”.
Fill out the form. You can include multiple buildings, if need be.
Click “submit” when you are done.

After you have submitted the outage notification, follow the instructions in “sending an outage notification” in order to send out the email.