How to Submit an Outage Notification

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Log into ServiceNow.
Click on “Facilities Service Catalog”.

![Facilities Service Catalog](image)
Click on “Notifications: WUSM 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.