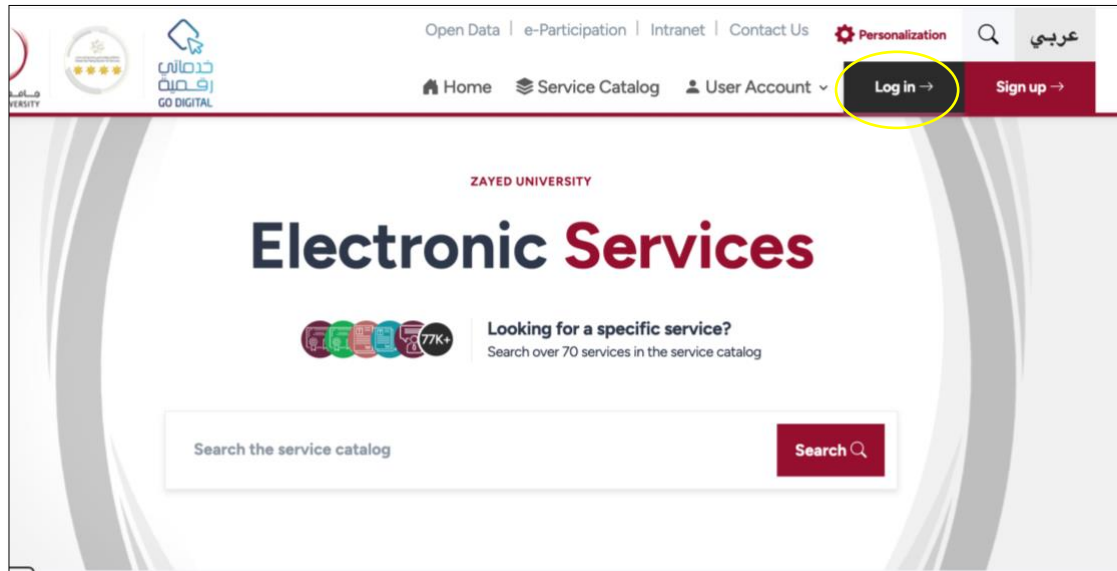


Lost and Found Service

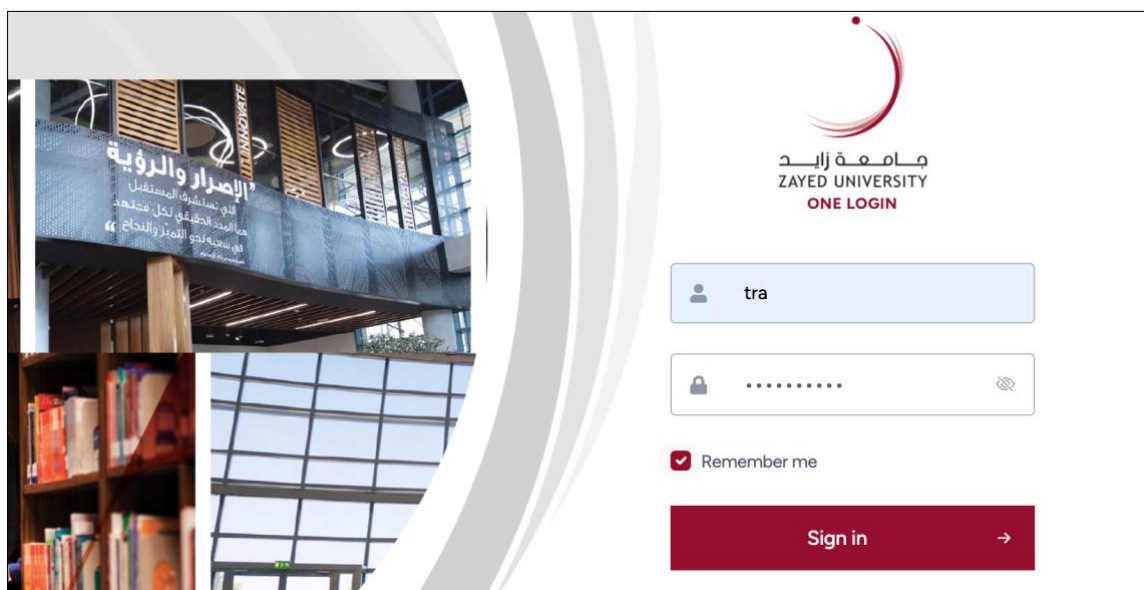
End-User Guide

Step 1: Login

1- Click on (**Login to start the service**). If you are already logged in, skip to Step2.

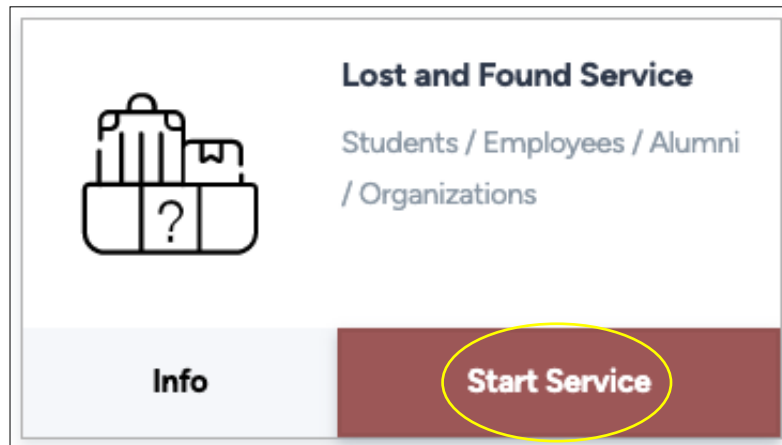


2- Enter your **Username** (ZU ID) and **Password**, then click on (**Sign in**).

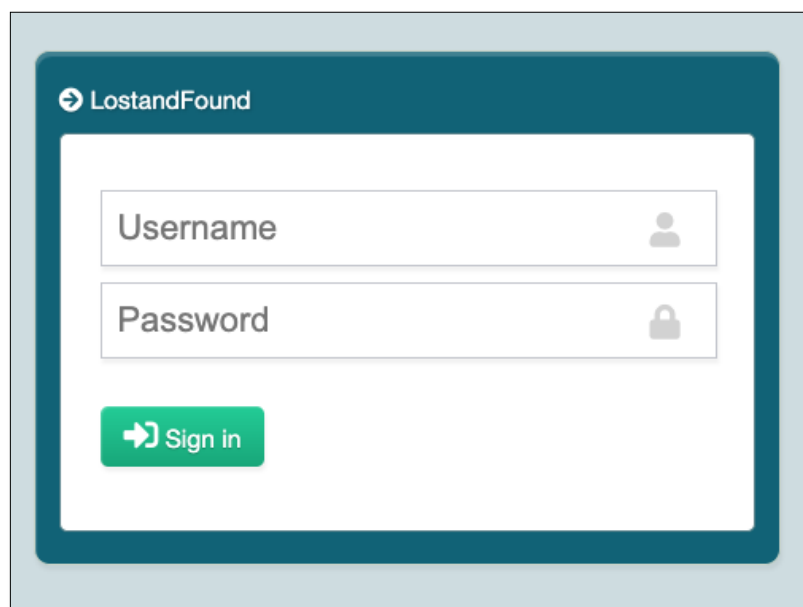


Step 2: Service Completion

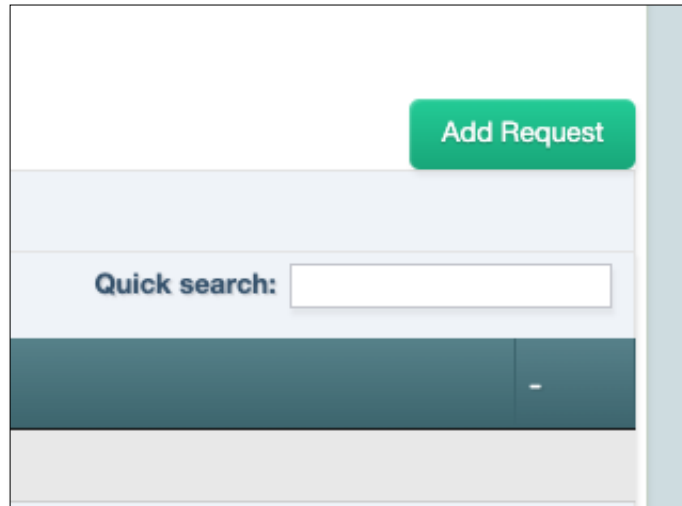
1- Click on (**Start the service**) to start. You will be redirected to the portal.



2- Sign in using your ZU credentials, ID & password.



2- Click on add request to add your request.



3- Fill the lost & found form and click submit.

Lost and Found Request Form

Personal Information

Name: Email:

ZUID: Campus:

Contact No:

Contact No

Lost Item Description

Item:

Location: Incident Date:

Color: Model:

Brief Description:

Brief Description

Upload Check

No file chosen

Thank you for using this tutorial



إدارة تقنية المعلومات
Information Technology Department