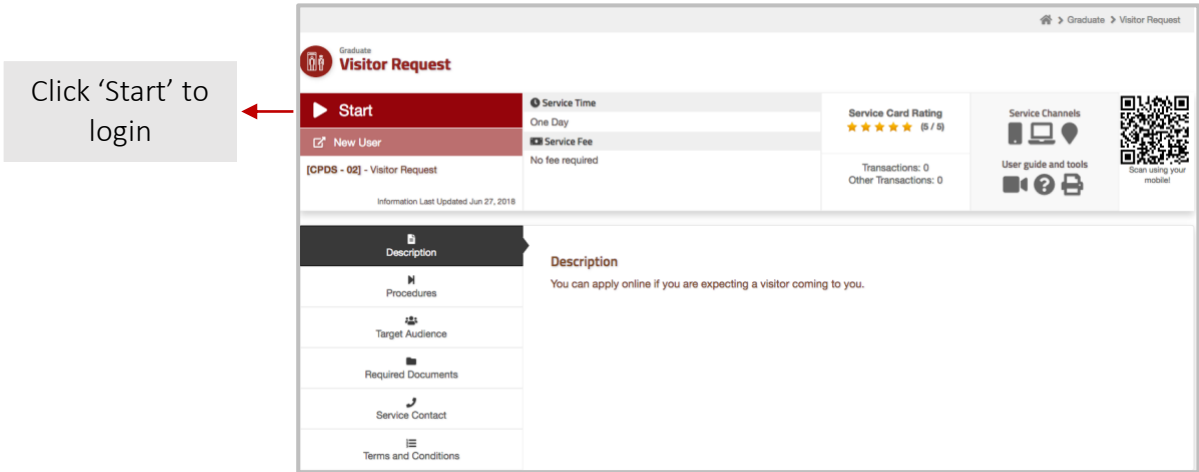


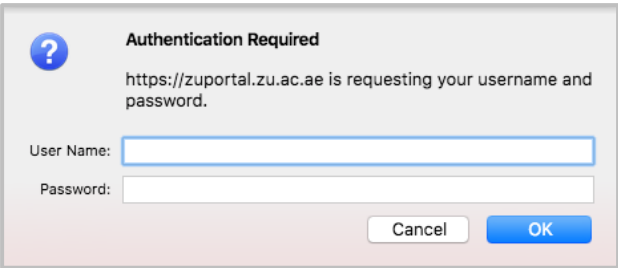
# Lost and Found

---

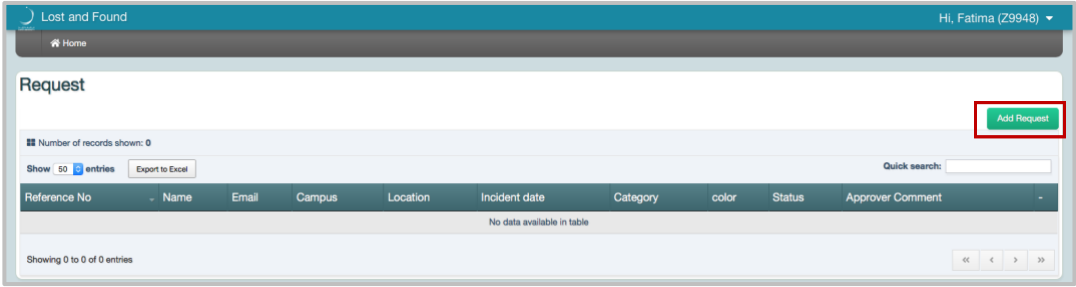
End User Guide



- Login using your [ZU ID number](#) and [Network password](#).



1. Click on [Add Request](#) to create a new request if you have lost an item on campus.



2. Complete Lost and Found request form, then click on [Submit](#). Your personal information (Full Name, Campus, ID, and Email) will appear automatically.

Lost and Found Request Form

**Personal Information**

Name:  Email:

ZUID:  Campus:

Contact No:

**Lost Item Description**

Item:

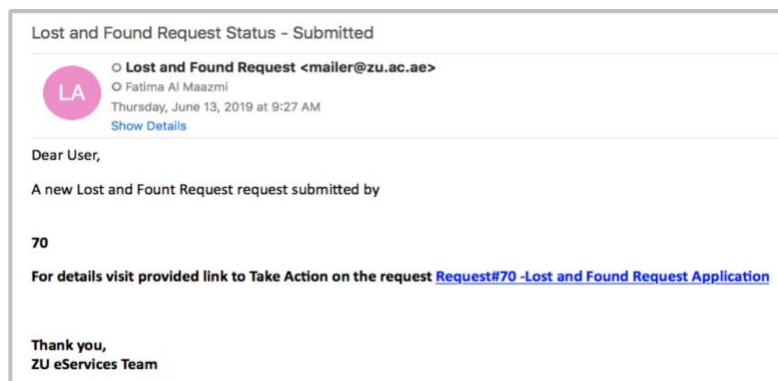
Location:  Incident Date:

Color:  Model:

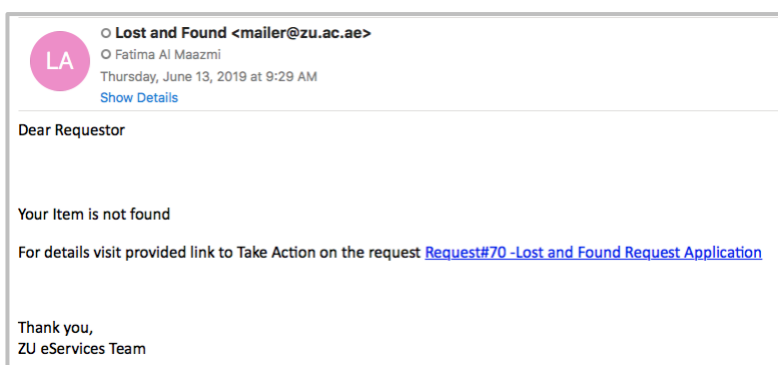
Brief Description:

Upload Check  
Choose File  No file selected

- Once you submit the form, you will receive an automated confirmation e-mail.



- You will be contacted when Lost & Found team locate items matching the description you submitted.



Thank you for using this tutorial



إدارة تقنية المعلومات  
Information Technology Department