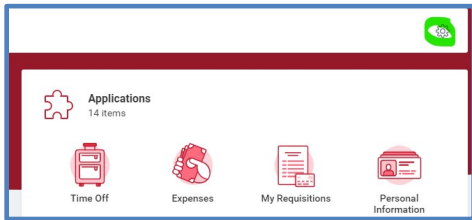
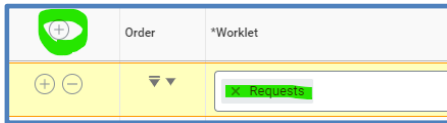


**Before you create a request, you should first download the worklet to your home screen.**

1. From your Home screen click the cog. (You can also create a **Request** by typing *Create Request* in the Workday search bar.)



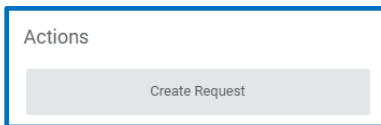
2. Click the "+" to add a new line and type **Requests**.



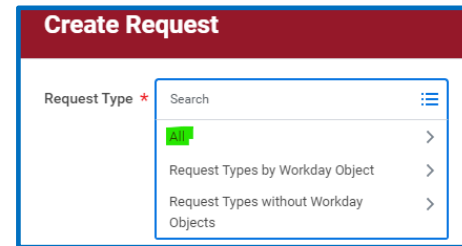
3. You can now click the on the **Requests** worklet to create a Request.



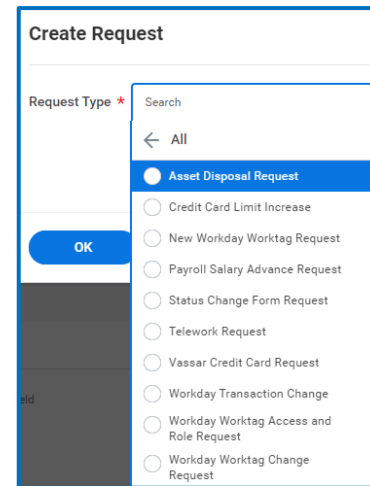
4. Click on **Create Request**.



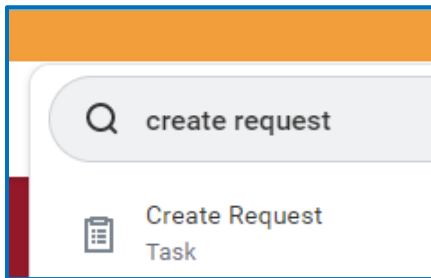
5. From the drop-down menu, first select **All**.



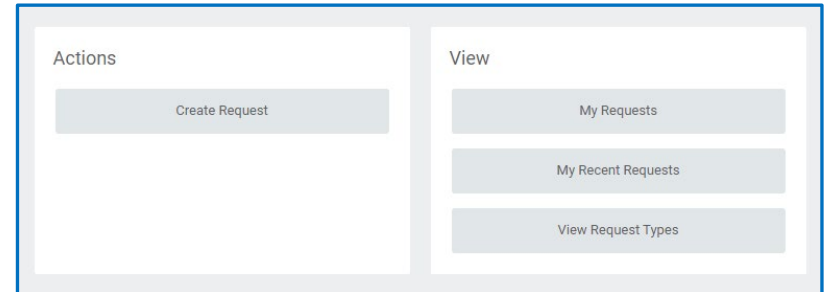
6. Then select the **Request** type.



7. You can also create a **Request** by typing Create Request in the Workday search bar.



2. From here you can view your requests or create new ones.



### Finding the status of your request.

1. Click the **Request** worklet on your home screen or type My Requests in the search bar.

