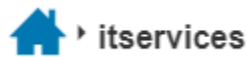# IT Service Catalog

Create service offering page

1. Login to OU Campus
   a. Click UVU logo at bottom right
   b. Use hotkey Shift-Alt-X to get edit button at top middle. Click Edit.
2. Be sure you're in the correct directory. You should start in the root of itservices.

   🏠 ▸ itservices

3. Select the folder you will be adding the service offering too.
   a. Example - email offering would go in the email-calendar-collaboration folder.
4. Click the down arrow in the green New button and then IT Service Offering Page below it.

   + New ▾ | Upload | 🔽 Filte

   📄 IT Service Offering Page
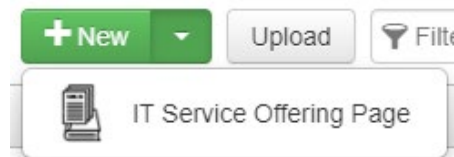
5. Fill out properties page. Required fields: Service Offering Title, Keywords, Description, Services, and Filename. These are all important to help improve search.
   a. Service Offering Title– Service Offering
      i. Example – Login
   b. Description – Describe the service offering. This info is used on page and listing.
   c. Services – enter services this offering is associated with.
      i. Example – student-gmail
      ii. Use a dash for spaces and all text should be lowercase.
   d. Filename
      i. Replace untitled with service offering name.
      ii. Format: service_service-offering.pcf
         1. Lowercase is required.
         2. Use underscore between service and service offering.
         3. Use dash for spaces
         4. Service would be the first service if there are multiple
         5. Example: student-gmail_login
6. Click Create – This creates page and will bring new page to window.
7. Edit service header by clicking green edit button.

   ✏ Edit Section 1 Header

   ## Service Header

   a. For header put Service – Service Offering
   b. Example: Student Gmail - Login
8. Add other content as wanted.
9. Save and Publish page.
10. If this service offering created a new service, contact Jean to have service added to listings on main/homepage.