



My Service Center

My Service Center found on **My UT Health**, the university's intranet, is a one-stop location to request administrative, operational, marketing, communication and media services.

Let's get started! Follow the step-by-step guide to access the complete list of services.

1

Log on to My Service Center

Click the quick link to [My Service Center](#) on My UT Health intranet main page and sign in. Log in using your UT Health username and password. Two-factor Duo Authentication is required to access My Service Center.

2

Access the Marketing, Communications & Media Catalog

Click Marketing, Communications & Media on the top ribbon to access services. Click the "All Marketing Services" button for detailed descriptions.

3

View Category of Services

Click on category for a detailed description of services to confirm the correct request. Next, click, on request service.



4

Complete Request Form

Complete all fields with the requested information. To attach supporting documentation, click the browse button at the bottom and upload.

5

Submit Request

Click the request button at the bottom of the page to submit the request. A confirmation will be sent through e-mail and a marketing team member will contact you in 24 to 48 business hours to get your project started.

We look forward to providing excellent services that help meet your goals and objectives!