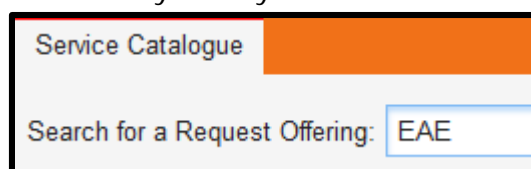# EAE – Enquiry, Application, Enrolment Request:

Logging into IMS Self Service
On **The Nest** under **quick links**, click on **IMS Self Service**. This will open the login page. Click the link **Sign in with UNITEC**.

Enter your *Unitec email address* and *Password*.
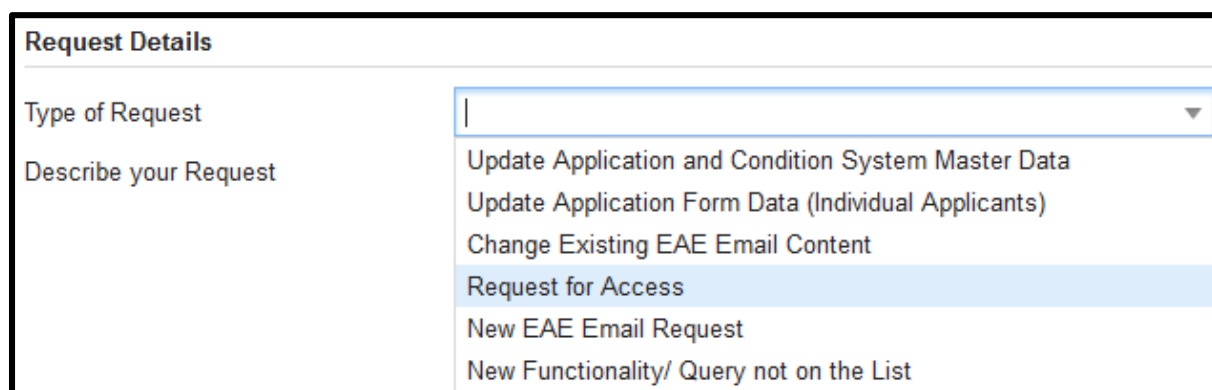
Locating the Self Service job for EAE
In Self Service, then Service Catalogue appears. In *Search for a Request Offering* field, type **EAE** then click **Enter** on your keyboard.

Service Catalogue	
Search for a Request Offering:	EAE

Options within the EAE Self Service job request
In the job you can fill in the User Information, only **Requester name** and **Department** are required fields.

Under **Request Details**, use the drop down to select an option.

Request Details

Type of Request		▼
Describe your Request	Update Application and Condition System Master Data	
	Update Application Form Data (Individual Applicants)	
	Change Existing EAE Email Content	
	Request for Access	
	New EAE Email Request	
	New Functionality/ Query not on the List	

The options are, depending on your selection more fields may open:

Update Application and Condition System Master Data – includes Programme Specific Requirements, Programme/Major, Start Date, Campus, Part-time/Full time, Conditions.

Update Application Form Data (Individual Applicants) – includes Application Status, Applicant Condition Status, Application Start Date. **Note:** These are exceptions.

Change Existing EAE Email Content – 60 second offer, Reminder Email, Accept Unconditional Offer.

Request for Access (new logins to the system) – Agents, Applicants, **Staff**.

New EAE Email Request – Enter details to have this generated in the system. This would be forwarded to Marketing to action.

New Functionality/Query not on the List – Wish list for future development.

We also request to assist us with your request, additional information. *Type within the fields under the questions listed.* Then click the **Review & Submit** button, then **Submit**.