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|  | **Equipment Request Job Aids** |
| *EOSMS Guide Effective Date:* *08-01-2025 GUIDE\_EHS\_01*  |
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| Instructions  |
| This Job Aid is intended for staff and faculty at Kennesaw State University who are submitting equipment requests through the EHS Approvals Module in EtQ Reliance. |

**Step 1: Create a New Request**

1. Click on the link: <https://kennesaw.etq.com/prod/rel/#/app/system/module/KSU_APPROVALS_1_P/view/ETQ$MY_ASSIGNMENTS_VIEW.>

This will direct you to EtQ Reliance. If you need help logging in or locating EHS Approvals, please watch the short video available on the Approvals website.

1. Log in to the EtQ website and locate the  icon. Click on the icon and select All Modules.
2. Locate the EHS Approvals tile and click on it
3. Click New Document à Equipment Request to begin a draft.
4. Click Show All on the left panel to expand the full form.

**Step 2: Complete the Form**

1. Fill in all required fields information.
2. Upload all required supporting documents (e.g., Quote, Specification, cutsheet, etc.)

Note: Fields such as Request Number, Employee Info, and Phase Tracking are read-only.

**Step 3: Route to Supervisor Approval**

1. Save the request first and then Click Send

Ensure the following fields are correctly set:

* **“Assign To”** is editable and, by default assigned to your supervisor
* **“Notify”** is editable (no default values)
* **“Comment”** field is editable
1. Click Send to move it to the Next Phase.