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|  | **Occupational Medical Services 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 occupational medical services 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$MY\_ASSIGNMENTS\_VIEW](https://kennesaw.etq.com/prod/rel/#/app/system/module/KSU_APPROVALS_1_P/view/ETQ$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 Occupational Medical Services to begin a draft.
4. Click Show All on the left panel to expand the full form.

**Step 2: Fill in Required Information**

1. Complete filling in all required fields (e.g., request details, Requested Services).
2. Upload any supporting documents if needed.

Note: Fields such as Request Number, Employee Info, Phase Tracking, and Document Security are read-only and auto filled by the system.

**Step 3: Route for Approval**

1. Save the request first and then Click Send

Ensure the following fields are correctly set:

* **“Assign To”** is editable and by default set to your supervisor
* **“Notify”** is editable (no default values)
* **“Comment”** field is editable

1. Click Send to Route it to the Next Phase (Supervisor Approval)