

**My Requests - Overview**

<p>Navigate to the My Requests in the ITA portal. Users can perform the following functions under the My Requests tab.</p>	<p>Home &gt; My Requests</p> <p><b>My Apprenticeship Requests</b> <span>New Request</span></p> <p>Active Requests</p> <p>Resolved Requests</p> <p>Show 5 entries Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Request Title</th> <th>Request #</th> <th>Request Type</th> <th>Status Reason</th> <th>Resolution Date</th> </tr> </thead> <tbody> <tr> <td>hello</td> <td>CAS-245991-Q4S4P7</td> <td>System Support</td> <td>Resolved</td> <td>06/17/2022 6:58:45 pm</td> </tr> <tr> <td>Exam Scheduling - Construction Electrician Apprenticeship (HL) 2018</td> <td>CAS-235174-F6N6H6</td> <td>Exams</td> <td>Resolved</td> <td>04/03/2022 2:46:12 pm</td> </tr> <tr> <td>Apprenticeship advisor</td> <td>CAS-235049-D3F4B5</td> <td>Technical Training Inquiry</td> <td>Resolved</td> <td>03/30/2022 9:24:03 am</td> </tr> <tr> <td>Test New request</td> <td>CAS-235026-D1P9N9</td> <td>General Inquiry</td> <td>Closed</td> <td>03/18/2022 10:20:36 am</td> </tr> <tr> <td>Test request</td> <td>CAS-234978-J3W0Q4</td> <td>Certifications / Transcripts</td> <td>Closed</td> <td>03/11/2022 4:21:45 pm</td> </tr> </tbody> </table>	Request Title	Request #	Request Type	Status Reason	Resolution Date	hello	CAS-245991-Q4S4P7	System Support	Resolved	06/17/2022 6:58:45 pm	Exam Scheduling - Construction Electrician Apprenticeship (HL) 2018	CAS-235174-F6N6H6	Exams	Resolved	04/03/2022 2:46:12 pm	Apprenticeship advisor	CAS-235049-D3F4B5	Technical Training Inquiry	Resolved	03/30/2022 9:24:03 am	Test New request	CAS-235026-D1P9N9	General Inquiry	Closed	03/18/2022 10:20:36 am	Test request	CAS-234978-J3W0Q4	Certifications / Transcripts	Closed	03/11/2022 4:21:45 pm
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<p>Create a new request.</p>	<p><b>New Apprentice Request</b> <span>← Back</span></p> <p>Apprentice * John Alex Smith</p> <p>Request Title <input type="text" value="Class Exam Request"/></p> <p>Request Type * <input type="text" value="Exams"/></p> <p>Request Subtype * <input type="text" value="Exam Results"/></p> <p>Description * <input type="text" value="Hello, Please provide an update on the test results"/></p> <p>File Upload <input type="button" value="Choose Files"/> No file chosen</p> <p><input type="button" value="Submit"/></p>																														
<p>Follow up on the existing request.</p>	<p><b>Request Details</b> <span>Back</span></p> <table border="1"> <tr> <td><b>REQUEST TITLE</b> Class Exam Request</td> <td><b>CUSTOMER</b> John Smith</td> </tr> <tr> <td><b>REQUEST TYPE</b> Exams</td> <td><b>CREATED ON</b> 07/21/2022 9:51:36 pm</td> </tr> <tr> <td><b>REQUEST SUBTYPE</b> Exam Results</td> <td><b>REQUEST NUMBER</b> CAS-246044-W8M3D8</td> </tr> <tr> <td colspan="2"><b>STATUS REASON</b> Waiting for Details</td> </tr> <tr> <td colspan="2"><b>DESCRIPTION</b> Hello, Please provide an update on the test results</td> </tr> </table> <p><b>Timeline</b> <span>Add Comment</span></p> <p>15 minutes ago Modified on 8/2/2022 10:26 PM</p> <p>Ayesha Ramani Hello, Please provide further details.</p>	<b>REQUEST TITLE</b> Class Exam Request	<b>CUSTOMER</b> John Smith	<b>REQUEST TYPE</b> Exams	<b>CREATED ON</b> 07/21/2022 9:51:36 pm	<b>REQUEST SUBTYPE</b> Exam Results	<b>REQUEST NUMBER</b> CAS-246044-W8M3D8	<b>STATUS REASON</b> Waiting for Details		<b>DESCRIPTION</b> Hello, Please provide an update on the test results																					
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# ITA PORTAL: QUICK GUIDE

View Active Requests and Resolved Requests.

The screenshot displays the 'My Apprenticeship Requests' page. On the left is a sidebar with navigation links: My Profile, My Apprenticeship, Notifications, My Activities, My Requests, Scheduled Exams, My Tasks (with a red notification badge '2'), Online Registration, Guides & Resources, and Sign out. The main content area has a header 'My Apprenticeship Requests' and a 'New Request' button. Below this are two tabs: 'Active Requests' (selected) and 'Resolved Requests'. A search bar is present with a dropdown for 'Show 5 entries'. A table lists the requests with columns for Request Title, Request #, Request Type, Status Reason, and Resolution Date. The table contains six rows of data. At the bottom, it shows 'Showing 1 to 5 of 6 entries' and pagination controls for 'Previous', '1', '2', and 'Next'.

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