3 - View Submitted Requests in JIRA Service Desk

Follow these steps to view your help requests in the JIRA system.

1. **Click** on "Requests" at the top-right corner of the screen, and then **select** "My requests" from the menu.
2. In the window, you can change the pull-downs on the columns to view both open and closed requests in which you're involved.
3. You can select additional criteria, to view requests that you created, that were created for you, or that were shared with you, or filter by type of request.