
FAQ: Working with UF/IFAS Communications

Where do I submit a request for support from UF/IFAS Communications?

All requests can be submitted using our Asana form. [Click here to access the request form.](#) We've also created a step-by-step guide to help you submit your request — [click here to access that guide.](#)

Do I need to create an Asana account to submit a request?

No, you do not need to create an Asana account to submit a request. To access the form, Asana will verify your email to ensure you are part of the ufl.edu domain, but an Asana account is not required.

Should I take Asana training to learn how to use the system?

No way! Submitting a request and communicating with the UF/IFAS Communications team about your request requires no knowledge of Asana. Just submit the form and communicate with the ICS team via email as needed — simple as that.

How do I follow up or ask questions once I have submitted my request?

Once you have submitted your request, you can communicate with the UF/IFAS Communications team by replying to the request confirmation email you received from Asana. You can even attach documents or images to your email, and our team will get back at their earliest convenience!

Request form: tinyurl.com/ICS-Request-Form

