

## Request User Access for Heartland Newton Cafe Manager or Line Operator

1. Go to  
<https://lausd.service-now.com/esc>



2. Click on **Request Food Services CMS**



### Request Food Services CMS Assistance

Food Services – Cafeteria Management System

Request for assistance with issues in using the CMS software, Equipment problems with the Manager's computer, POS terminals, PIN Pads, Cash drawers and System communication.

Requester

Phone

Email

\* Please select Program Detail:

\* I like to request service for:

What are you requesting?

\* Please describe your request in detail:

3. From the dropdown  
select **Heartland  
Newton Front of  
House**



4. From the dropdown  
select **Front of House**



5. From the dropdown  
select **User Id/Access**



6. Describe User  
Access request in detail:  
(see example)

