



How to View Ask HR Requests

Purpose: To enable CDFW employees to view and track the progress of their Human Resource Transactions requests in the [Ask HR portal](#).

Follow the steps below to view the status of your Ask HR Request

1. Log into the [Human Resources Ask HR Portal](#)
 - a. Click **Please CLICK HERE to enter >>**

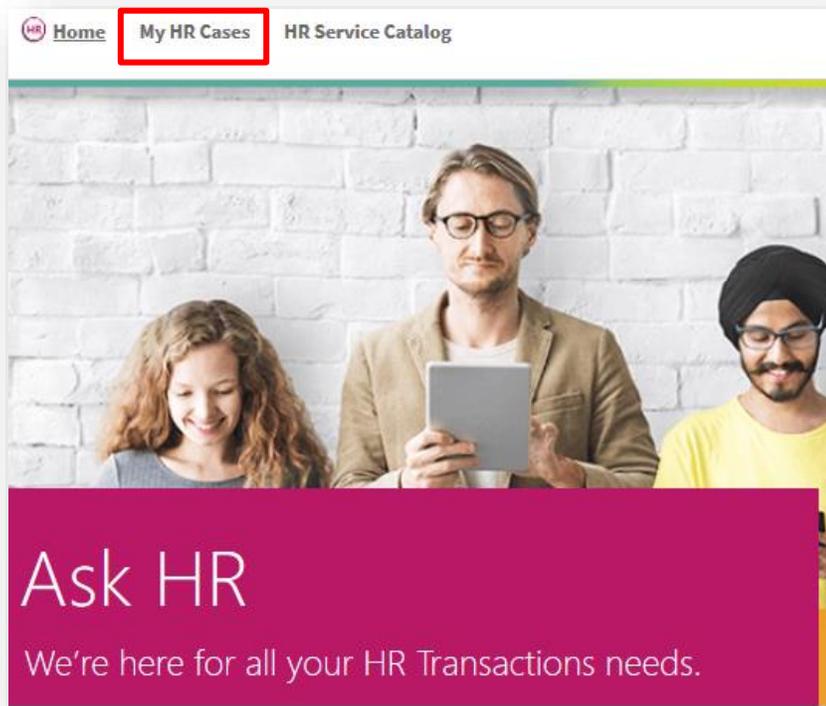




- b. Enter your **AD Login Credentials** and click **Log In**

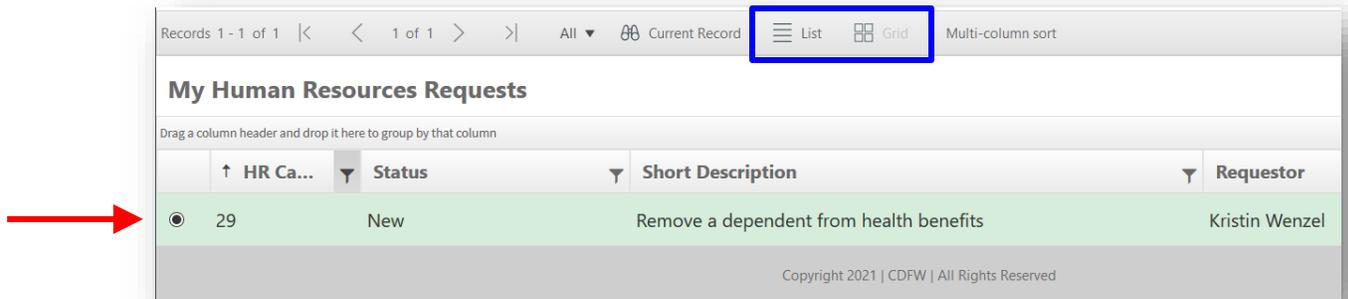
2. View Submitted Requests

- a. Click **My HR Cases**





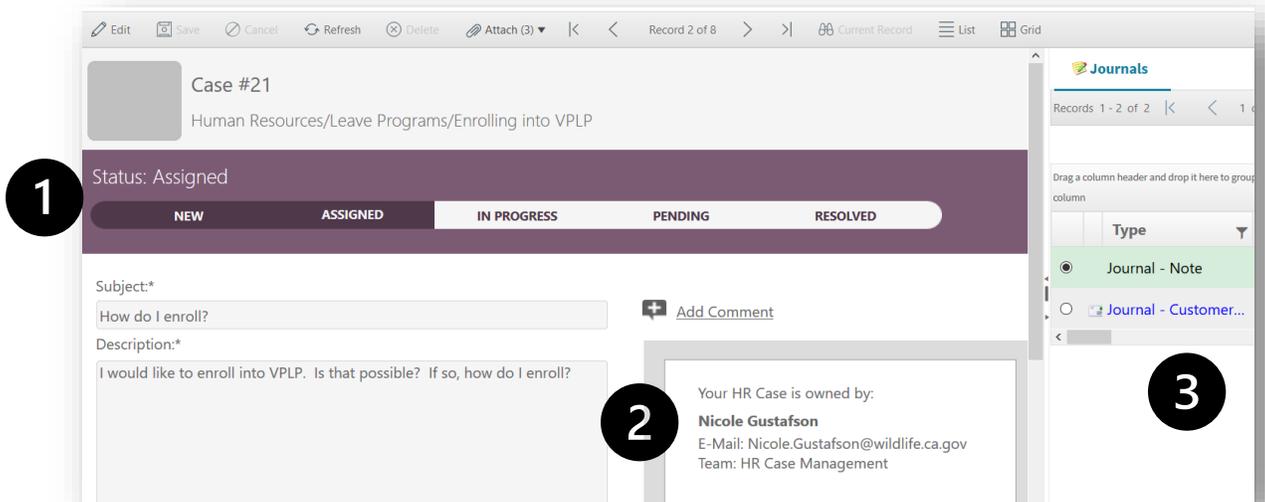
b. Click the HR Case ID link you would like to open



Note: You are able to switch this view to either a List view or a Grid (see blue box above)

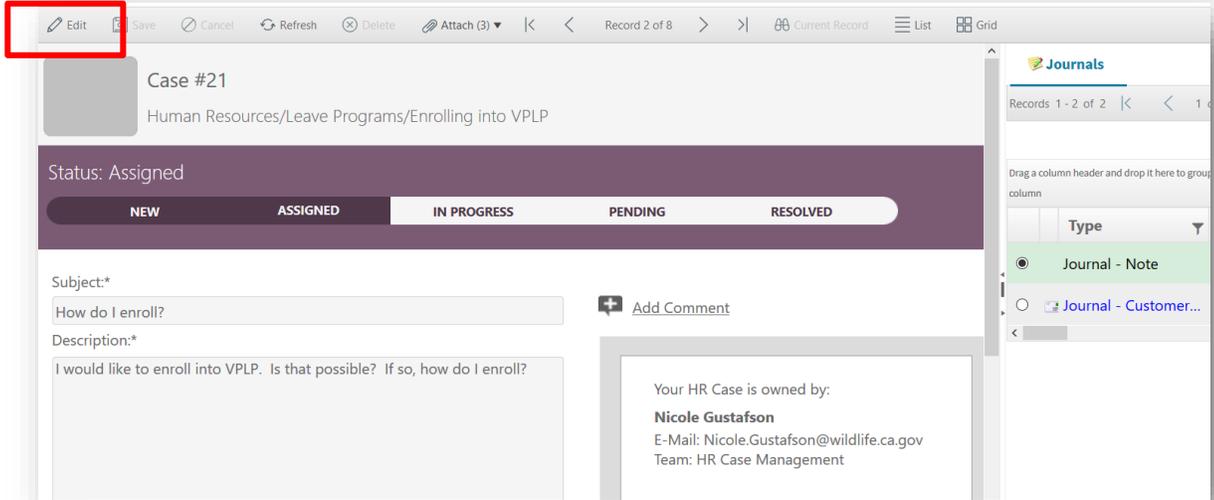
c. The system will navigate you to the record details that will show:

- **(1)** Request Status
- **(2)** HRB contact the request is assigned to
- **(3)** any HRB communications for your specific request (click on Journal item to see details)

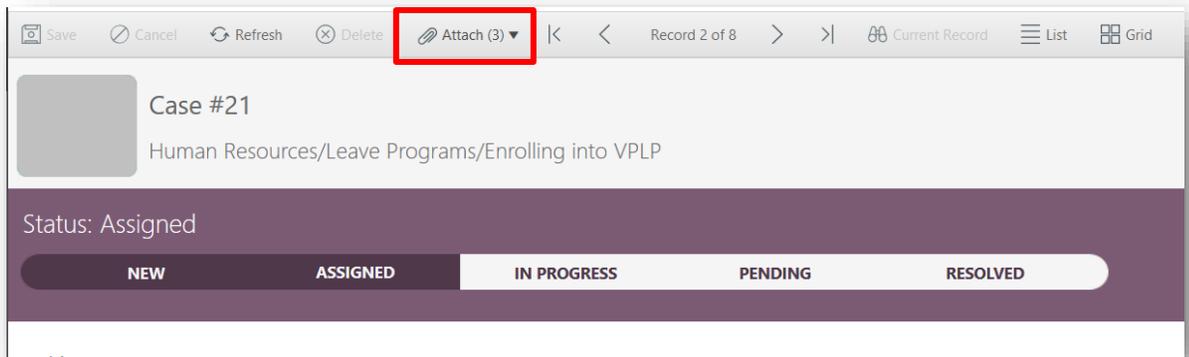




- 3. Upload additional attachments to your request
 - a. Follow the steps to “View Submitted Requests” (Step 2 above)
 - b. Click **Edit**

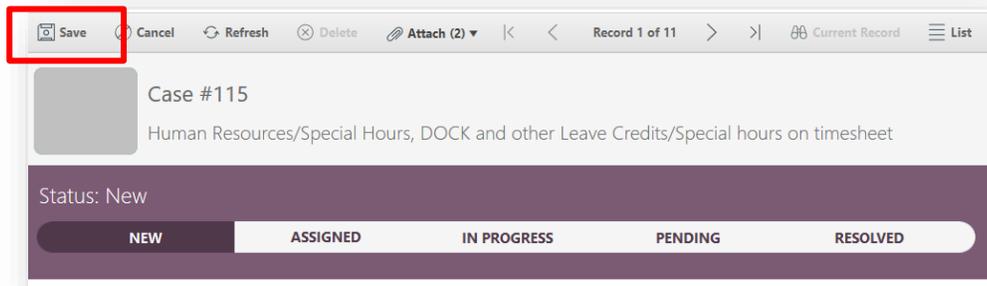


- c. Upload Attachment
 - i. Click **Attach** and follow the prompts to upload a document, file, and/or picture



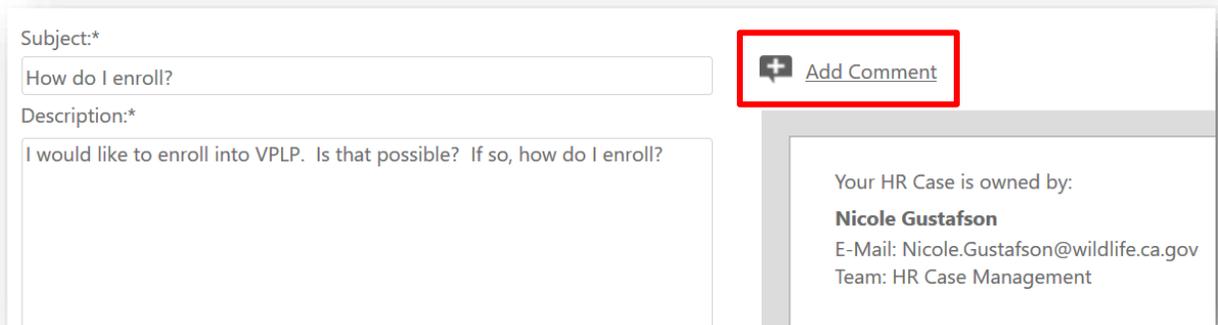


d. Click **Save** when finished adding information to your record



4. Add an additional comment to your request

a. Click **Add Comment**



b. Enter comment details and click **OK**

