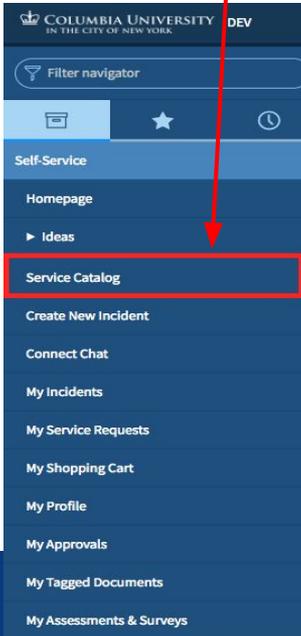


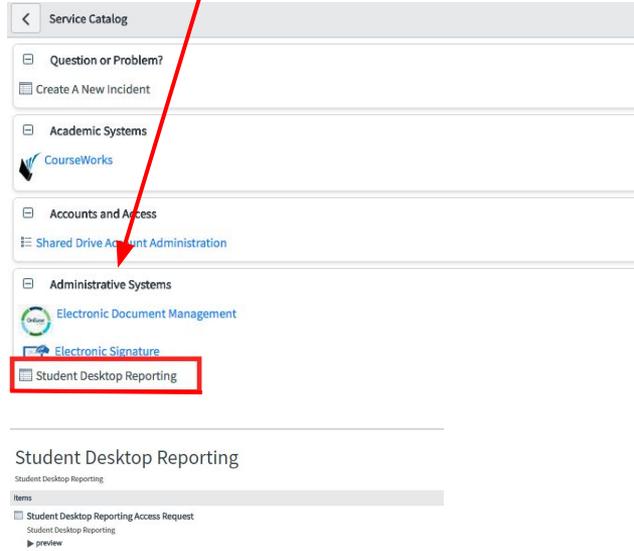
Leveraging ServiceNow for SDR requests

Direct link: [SDR Request Form](#)

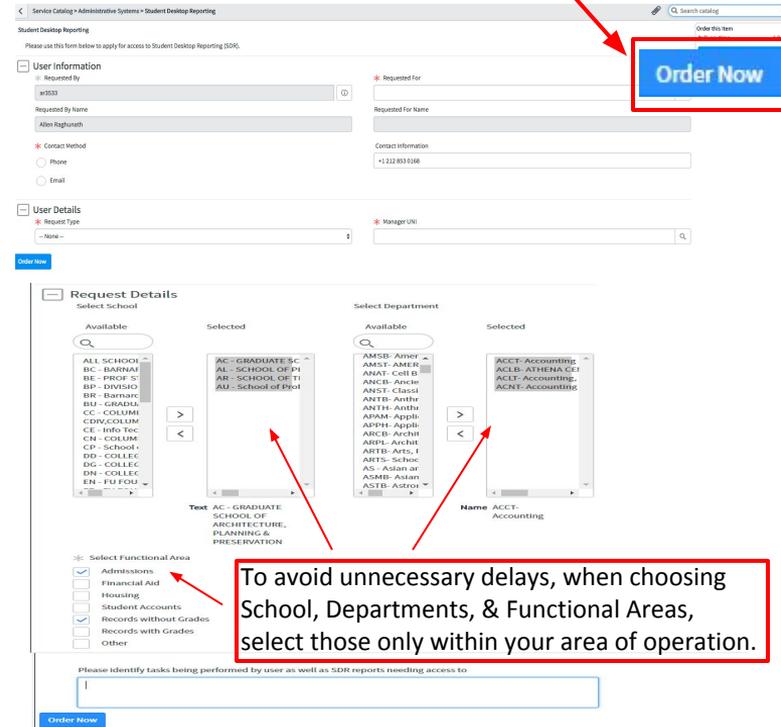
1. Access [ServiceNow](#) with your UNI ID and password.
2. Select **Service Catalog** from the left navigation panel.



3. Within the **Administrative Systems** category, select **Student Desktop Reporting**.



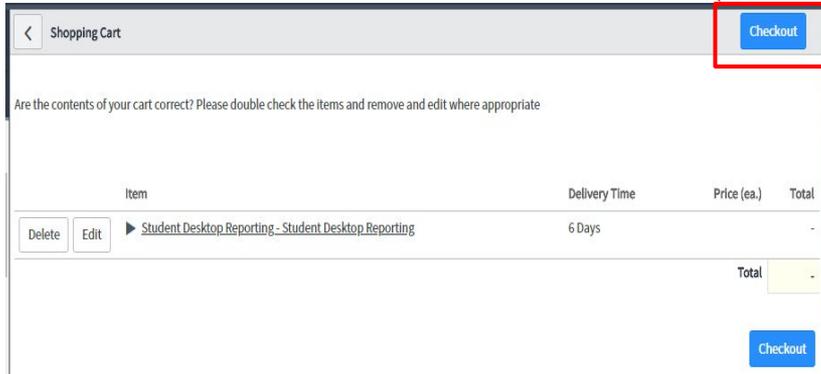
4. Fill in reporting request details and select **Order Now**.



To avoid unnecessary delays, when choosing School, Departments, & Functional Areas, select those only within your area of operation.

Completing and tracking your request

5. Confirm contents of cart are correct and click **Checkout**.



Process: CUIT will obtain approvals from your manager and functional area Data Stewards. In your order submission screen, note your **RITM number**.

Tracking: Login to ServiceNow and use the RITM to track your request at any time.

