Leveraging ServiceNow for SDR requests

Direct link: SDR Request Form

- 1. Access <u>ServiceNow</u> 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.

| < | Service Catalog | |
|---------|---|--|
| | Question or Problem? Create A New Incident | |
| • | Academic Systems CourseWorks | |
| ⊡ I≣ | Accounts and Access Shared Drive Action Administration | |
| | Administrative Systems Electronic Document Management Electronic Signature Student Desktop Reporting | |
| Studer | Ident Desktop Reporting | |
| Stu | dent Desktop Reporting Access Request | |

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

| nt Desiktop Reporting ase use this form below to apply for access to Student Desiktop Reporting (SDR). | Order this item |
|---|--|
| ase use this form below to apply for access to Student Desktop Reporting (SDR). | |
| | |
| User Information * Requested By | * Rejuted for Order Now |
| ar2533 | 0 |
| Requested By Name | Requested For Name |
| Allen Raghunath | |
| * Contact Method | Contact Information |
| O Phone | +1 212 853 0168 |
| Email | |
| User Details | |
| * Request Type | * Manager UNI |
| -None- | ٩. |
| Steed Shool | Statist MASS Anner MASS Anne |
| Admissions To ave | oid unnecessary delays when choosing |
| Housing | ora annecessary acrays, when choosing |
| Student Accounts Schoo | ol. Departments, & Functional Areas |
| Records with Grades | |
| other select | those only within your area of operation |
| Jeleet | , those only within your area of operation. |
| Please identify tasks being performed by user as w | well as SDR reports needing access to |
| L | |
| | |

Completing and tracking your request

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

| snopping cart | | Checko | ut |
|---|----------------------------|-------------|------|
| the contents of your cart correct? Please double check the items and remove a | und edit where appropriate | | |
| ltem | Delivery Time | Price (ea.) | Tota |
| b Chulort Dudate Departies Chulort Dudate Departies | g 6 Days | | |
| Delete Edit Student Desktop Reporting - Student Desktop Reporting | | | |

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.

