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.