

How to Submit a UNTHSC Institutional Data Request in ServiceNow

Summary

To submit a data request through ServiceNow. Sign into the University of North Texas System ServiceNow web portal. Use the search bar to select the Institutional Data Request Form. Complete the form then upon submission, select if you are submitting the form either for yourself or on behalf of someone else.

Submitting a Data Request

Step 1

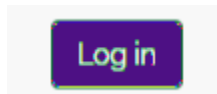
Use the following link to access ServiceNow

unts.servicenowservices.com

Step 2

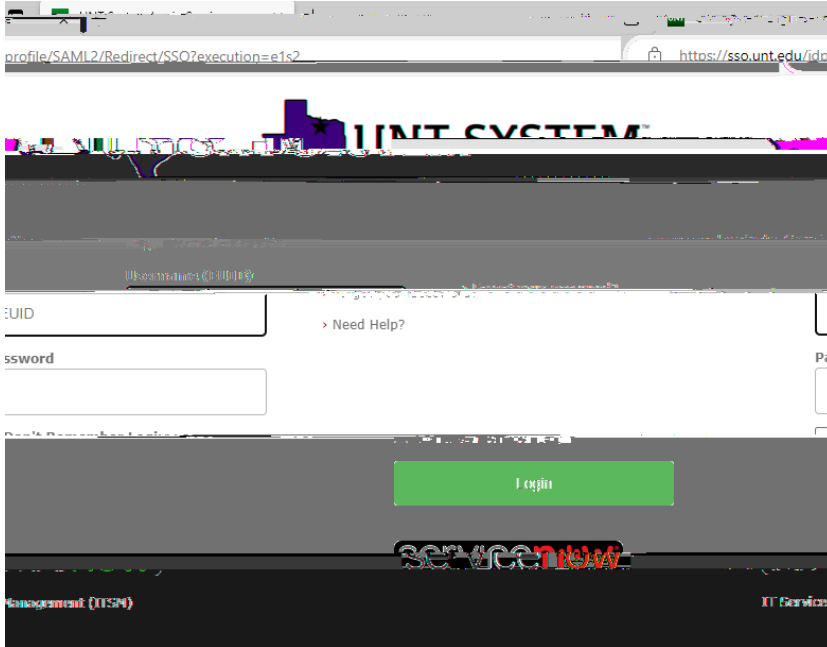
Click the "Log in" button.

You will be redirected to unts sso (single sign on)



Step 3

Sign in to the SSO using your computer log on credentials

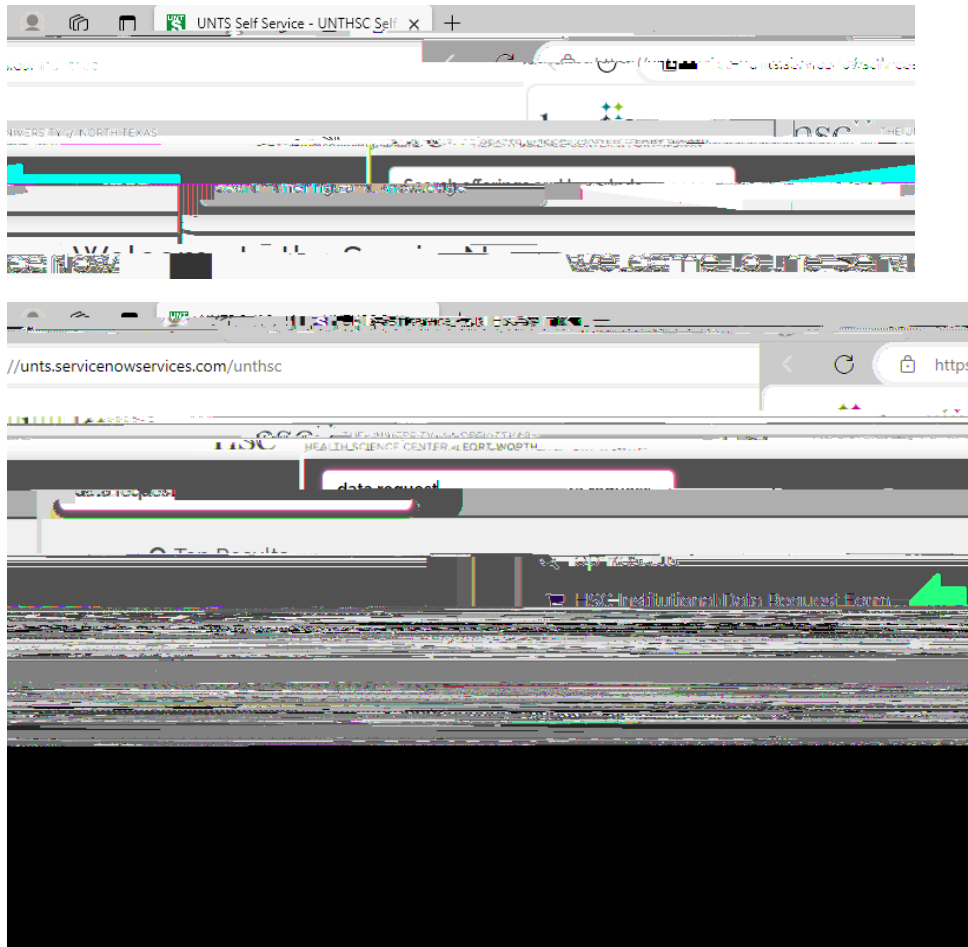


Step 4

Use the search bar in the top left, and search “Data Request,” and click the “HSC Institutional Data Request Form” drop down option.

Other keywords such as IDR, Institutional Data Request, UAA, University Assessment and Accreditation, Data Request Form, Research, Data, Institutional Data, Survey, or their combination will also work.

Note: Be sure to select “HSC Institutional Data Request Form” and not “HSC Institutional Data Request Form Resubmission,” if this is a first time request.



Step 5

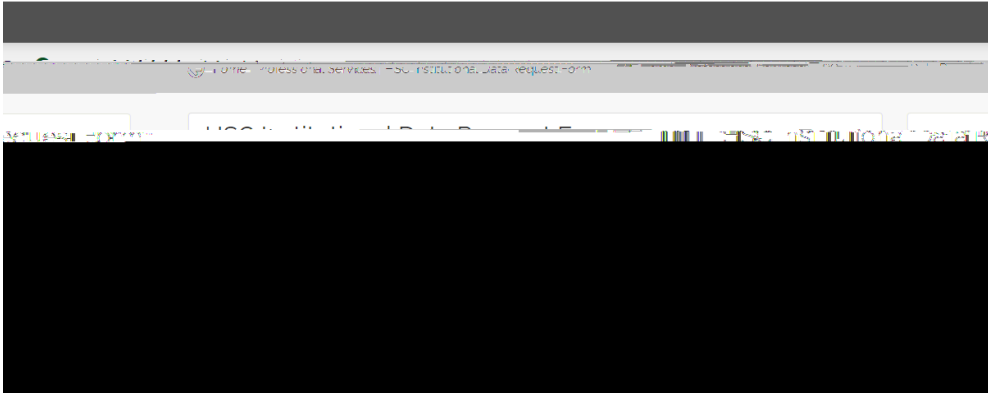
Fill out the form.

Please be as accurate as possible as it will assist us in processing the request.

Note: University Assessment & Accreditation's Planning and Decision Support team operates on a standard minimum turnaround time of two weeks. Emergency and System requests are given the highest priority and a standard turnaround time of one week.

Step 6

Click the "Submit" button in the top left.



An "Order Confirmation" box will appear. By default your credentials will be auto filled.

If you wish to submit a request on behalf of someone else, click on the box with your name.

A drop down box will appear under your name, with a search bar at the top.

Type the name of the person you want to submit the request on behalf of.

Click "Checkout" when finished.

Modifying or Resubmitting a Previous Data Request