

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

UNT System Login Service

https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2



Login to ServiceNow

Username (EUID)

EUID


[> Forgot your password?](#)

[> Need Help?](#)

Password

Don't Remember Login

Login



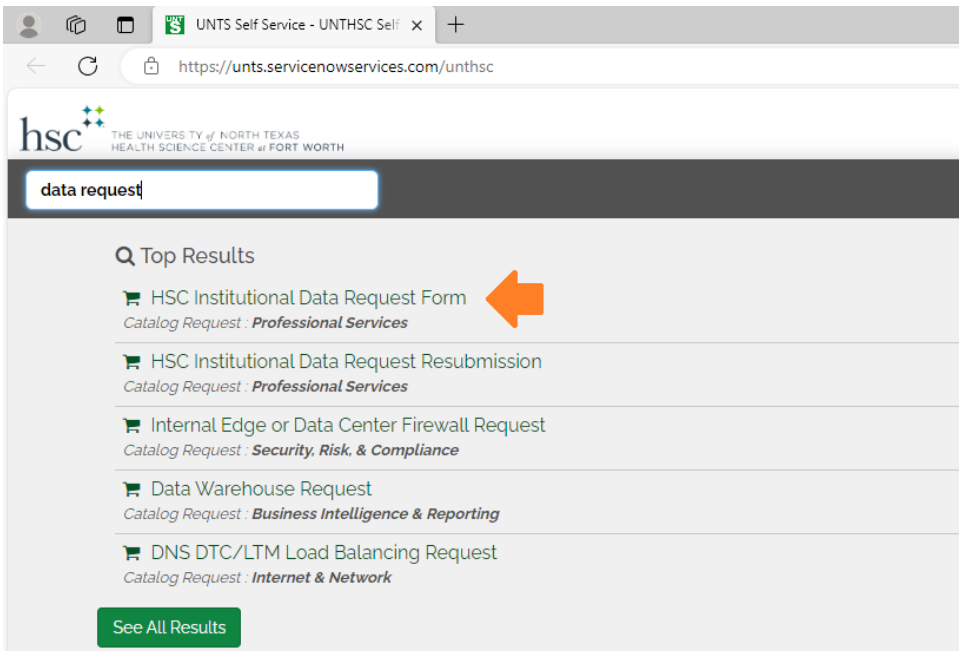
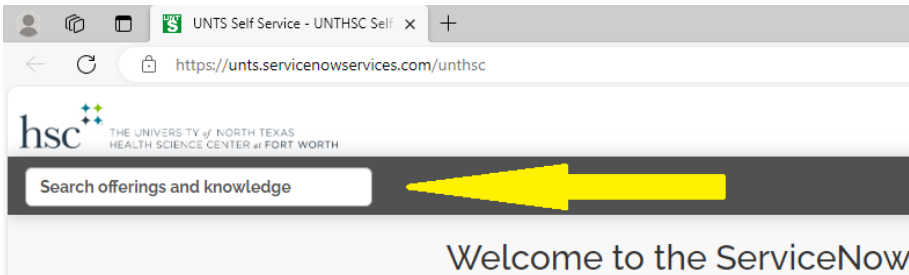
IT Service Management (ITSM)

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.

Home | Professional Services | HSC Institutional Data Request Form

HSC Institutional Data Request Form

HSC Institutional Data Request Form

This form is for handling and tracking institutional data requests for the University of North Texas Health Science Center at Fort Worth (HSC) from faculty, staff, and students within the UNT System.

Delivery times will vary based upon the complexity of the request, prioritization of institutional projects and individual requests, and the availability of approved data.

If you are a current or past student in need of academic records, please visit Registrar and Student Records at <https://www.unthsc.edu/registrar/forms/>

If you are interested in applying to HSC, please visit the Office of Admissions and Recruitment at <https://www.unthsc.edu/students/future-students/admissions/>

Prior to submitting your request for institutional data, please review the information available in the HSC

Delivery Time: 14 Days

Submit

Required information

- Are you completing this form on behalf of someone else?
- Requestor's Relationship to HSC and UNT System
- Would you like a consultation meeting to discuss your request?
- Are you testing the data request form or is this an actual request?
- What question(s) are you trying to answer with the request?

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.

ServiceNow

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Submit

Order Confirmation

Request for

Cancel Checkout

Order Confirmation

Request for

(acad-tech.api)
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Cancel Checkout

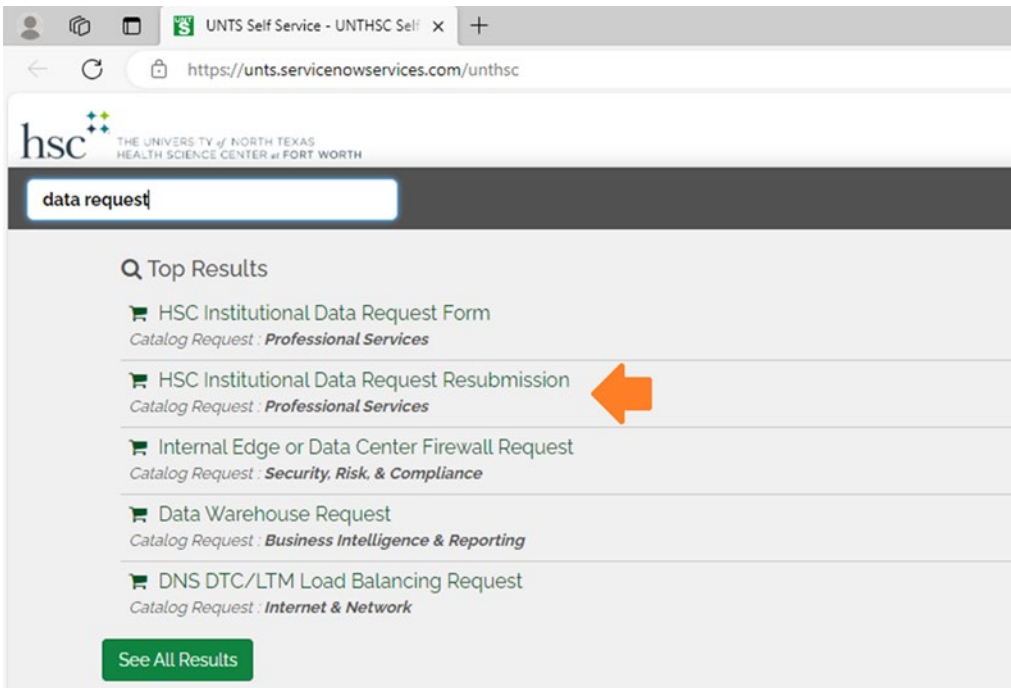
Click “Checkout” when finished.

Modifying or Resubmitting a Previous Data Request

In the event that a data request was completed and the ticket was closed in ServiceNow, but you need additional data. Or, if you need to make a modification to an existing request, please utilize the following.

Follow all steps up to Step 4

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



Follow Step 5 and Step 6 as outlined above.