

How to Submit a UNTHSC Institutional Survey Request in ServiceNow

Summary

To submit a survey request through ServiceNow. Sign into the University of North Texas System ServiceNow web portal. Use the search bar to select the HSC Survey 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 “Survey Request,” and click the “HSC Survey Request Form” drop down option.

Other keywords such as IDR, Institutional Survey Request, UAA, University Assessment and Accreditation, PDS, Planning and Decision Support, Survey Request Form, 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.

The first screenshot shows the ServiceNow homepage with a search bar at the top left containing the text "Search offerings and knowledge". A yellow arrow points to the search bar. Below the search bar, the text "Welcome to the ServiceNow" is visible.

The second screenshot shows the search results page for "Survey Request". The search bar at the top left contains the text "Survey Request". Below the search bar, the text "Q Top Results" is visible. The search results are listed as follows:

- HSC Survey Request Form
Catalog Request: Professional Services
- HSC Institutional Data Request Form
Catalog Request: Professional Services
- HSC Institutional Data Request Resubmission
Catalog Request: Professional Services
- Request ServiceNow Survey for Assignment Group(s)
Catalog Request: Software & Business Applications
- Listserv Creation by ITSS Email & Messaging
Catalog Request: Email & Collaboration

A green button labeled "See All Results" is located at the bottom of the search results. An orange arrow points to the first result, "HSC Survey Request Form".

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 four weeks. Emergency and System requests are given the highest priority and a standard turnaround time of two weeks.

Step 6

Click the “Submit” button in the top left.

Home | Professional Services | HSC Survey Request Form

HSC Survey Request Form

HSC Survey Request Form

University Assessment and Accreditation supports academic and co-curricular units with surveys sent by HSC faculty or staff members to HSC students. This form is for HSC faculty/staff to request assistance with surveys sent to HSC students. For questions regarding surveys outside this scope, please email UAA@unthsc.edu.

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

* Are you completing this form on behalf of someone else? What is the purpose of the request and the context of how the survey data will be used? Select ALL that

Delivery Time: 28 Days

Submit

Required information

Are you completing this form on behalf of someone else?

Requestor's Relationship to HSC and UNT System

Are you testing the survey request form or is this a...

Is this request for a new survey or a modification to...

What is the anticipated frequency of this survey?

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.

Order Confirmation

Request for

Cancel Checkout

Delivery Time: 14 Days

Submit

Order Confirmation

Request for

(acad-tech.api)

(acad-tech.api) - (acad-tech.api)

(esystem.api)

(esystem.api) - (esystem.api)

(hsc.service.api)

(hsc.service.api) - (hsc.service.api)

(itss.compliance.api)

(itss.compliance.api) - (itss.compliance.api)

Cancel Checkout

Delivery Time: 14 Days

Submit

Click “Checkout” when finished.