

How to Submit a UNT Health Institutional Data Request in ServiceNow

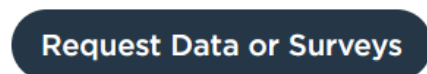
Summary

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 UNT Health 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

Click on the “Request Data or Surveys” Button on the University Assessment and Accreditation web page. [UAA web page.](#)



OR

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)


[Forgot your password?](#)

[Need Help?](#)

Password

☐ Don't Remember Login

Login



IT Service Management (ITSM)

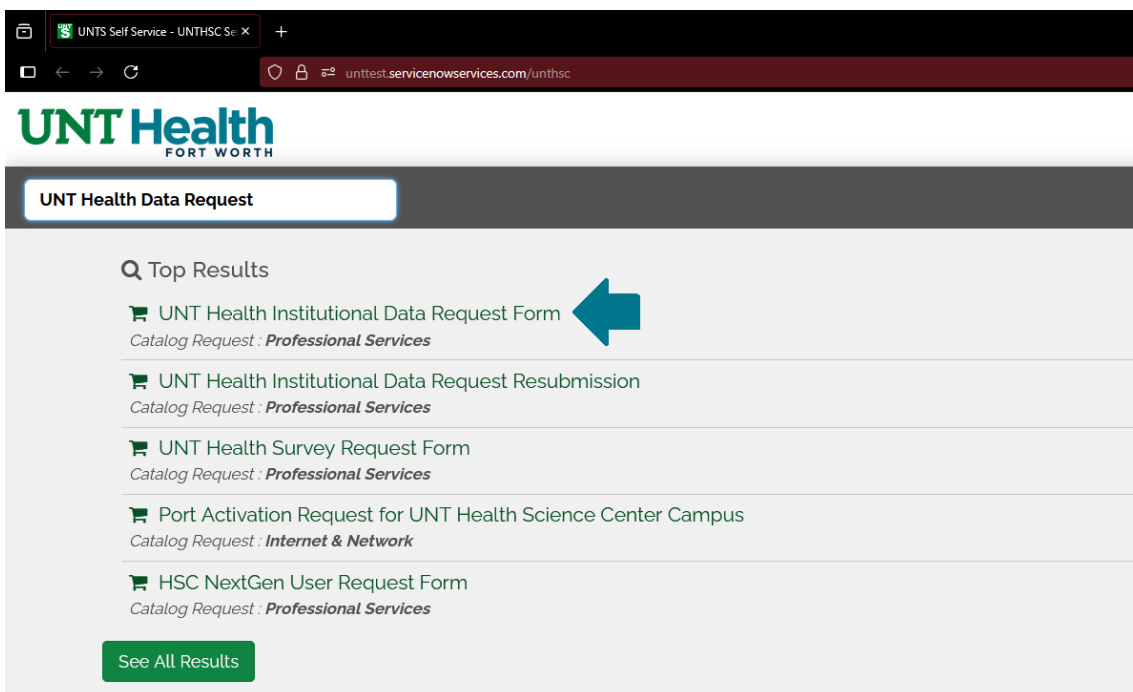
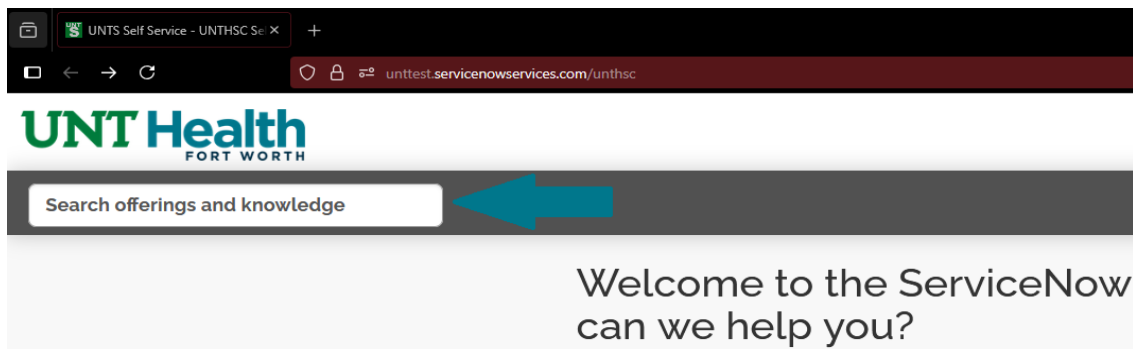
Step 4

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

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

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

Also, be sure to **NOT SELECT** “Data Warehouse Request.” This request goes to a UNT system Department and not to the University Assessment and Accreditation, Planning and Decision Support team. This often results in delayed response times.



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 | UNT Health Institutional Data Request Form

UNT Health Institutional Data Request Form

UNT Health Institutional Data Request Form

This form is for handling and tracking institutional data requests for UNT Health at Fort Worth 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 UNT Health, 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 UNT Health Facts accessed through University Assessment and Accreditation's UNT Health Connect page at [UNT Health Facts Link](#).

Please provide as much detail as possible in your data request to facilitate determination of the source of data and data stewards involved, and to ensure that the response meets your expectations. The response time for a request depends on the complexity of the request, availability of all data stewards involved in the request, and the current volume and priority of other projects.

Delivery Time: 14 Days

Submit

Required information

Are you completing this form on behalf of someone else?

Requestor's Relationship to UNT Health 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?

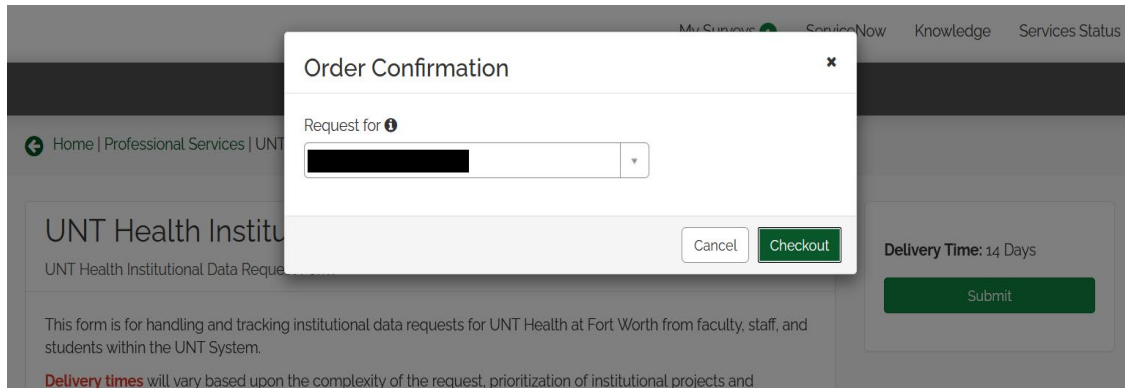
What question(s) are you trying to answer with the data?

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

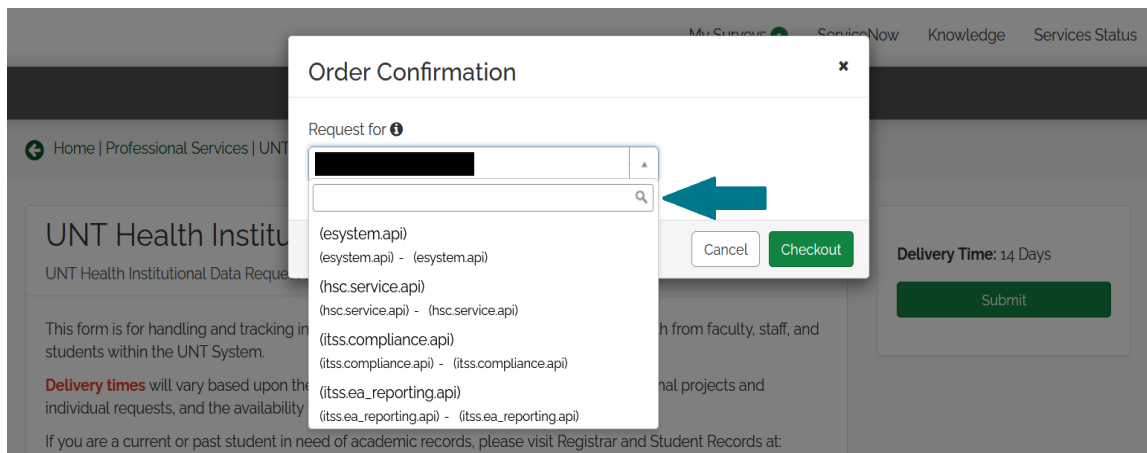
If you wish to submit a request on behalf of someone else, click on the box with your name.

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.



This screenshot shows the 'Order Confirmation' modal window. At the top, it says 'Request for' followed by a dropdown menu. Below the dropdown is a search bar. To the right of the search bar are 'Cancel' and 'Checkout' buttons. The background shows a blurred view of the UNT Health Institutional Data Request form, including a 'Submit' button and a 'Delivery Time: 14 Days' notice.



This screenshot shows the 'Order Confirmation' modal window with the dropdown menu open. A blue arrow points to the search bar. The dropdown list contains the following items: (esystem.api), (esystem.api) - (esystem.api), (hsc.service.api), (hsc.service.api) - (hsc.service.api), (itss.compliance.api), (itss.compliance.api) - (itss.compliance.api), (itss.ea_reporting.api), and (itss.ea_reporting.api) - (itss.ea_reporting.api). The background shows the same blurred view of the UNT Health Institutional Data Request form as the previous screenshot.

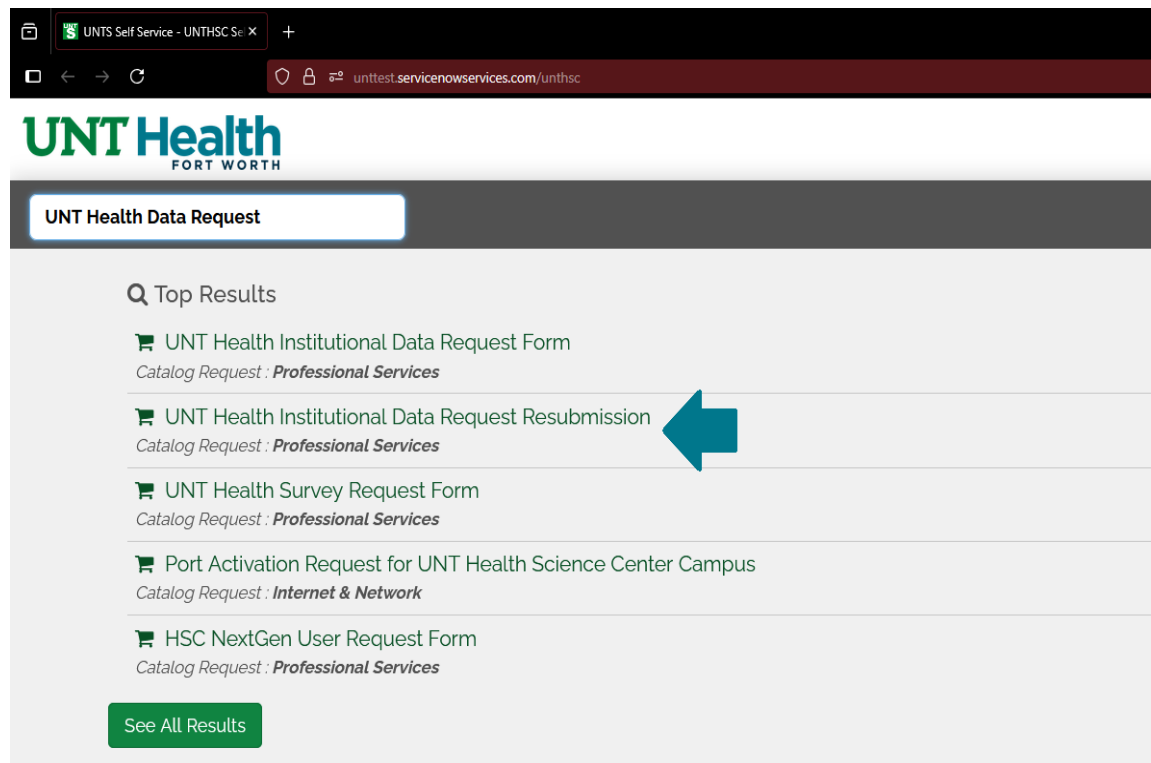
Click "Checkout" when finished.

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 “Institutional Data Request,” and click the “UNT Health Institutional Data Request Form Resubmission” drop down option.



Follow Step 5 and Step 6 as outlined above.