

# How to Submit a UNT Health Institutional Survey Request in ServiceNow

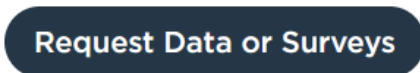
## Summary

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 UNT Health 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 Survey 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](https://unts.servicenowservices.com)

### Step 2

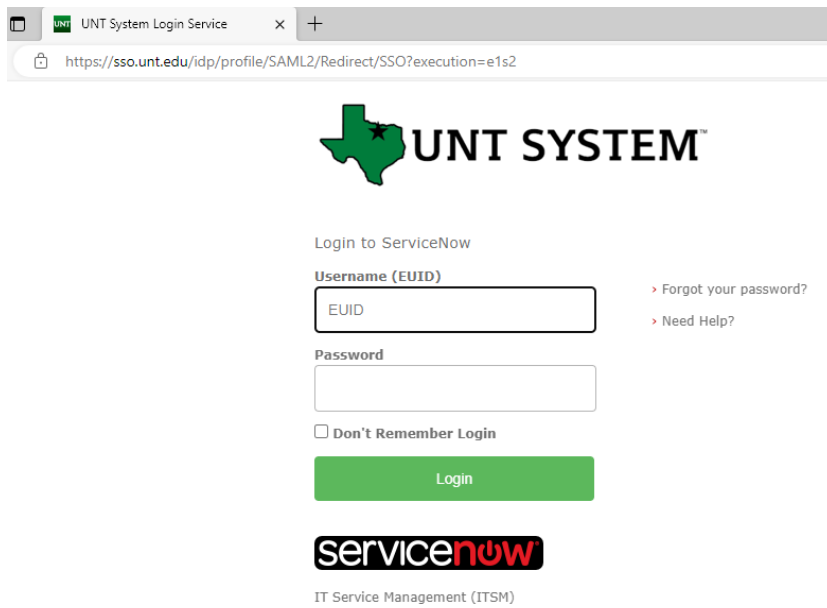
Click the “Log in” button.

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

**UNT SYSTEM™**

Login to ServiceNow

**Username (EUID)**

EUID

[> Forgot your password?](#)

[> Need Help?](#)

**Password**

☐ Don't Remember Login

Login

**servicenow**

IT Service Management (ITSM)

#### Step 4

Use the search bar in the top left, and search “UNT Health Survey Request,” and click the “UNT Health 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 NOT SELECT “Request ServiceNow Survey for Assignment Group(s).” This request goes to different department and not to the University Assessment and Accreditation, Planning and Decision Support team. This often results in delayed response times.

The image shows two screenshots of the UNT Health ServiceNow portal. The top screenshot shows the search bar with the text "Search offerings and knowledge" and a blue arrow pointing to it. The bottom screenshot shows the search results for "UNT Health Survey Request" with a blue arrow pointing to the first result, "UNT Health Survey Request Form".

UNT Health  
FORT WORTH

Search offerings and knowledge

Welcome to the ServiceNow  
can we help you?

UNT Health  
FORT WORTH

UNT Health Survey Request

Q Top Results

- UNT Health Survey Request Form  
Catalog Request : **Professional Services**
- UNT Health Institutional Data Request Form  
Catalog Request : **Professional Services**
- UNT Health Institutional Data Request Resubmission  
Catalog Request : **Professional Services**
- Port Activation Request for UNT Health Science Center Campus  
Catalog Request : **Internet & Network**
- HSC Move Hardware Request  
Catalog Request : **Desktop Services**

See All Results

## Step 5

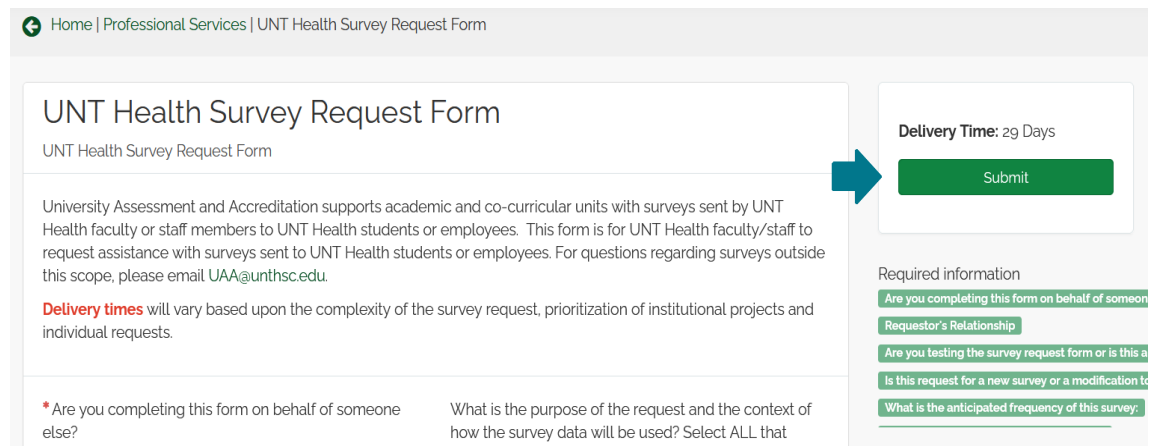
Fill out the form.

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

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

## Step 6

Click the “Submit” button in the top left.



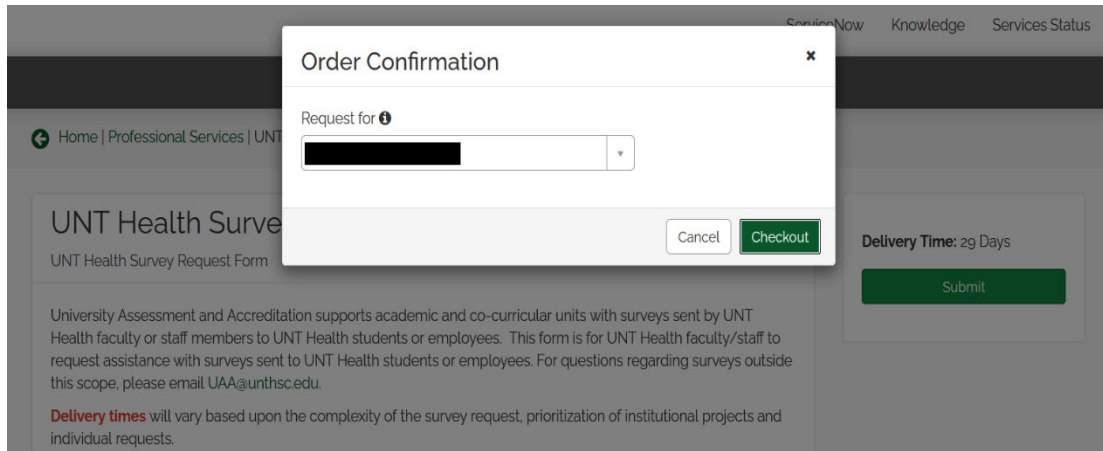
The screenshot shows the 'UNT Health Survey Request Form' page. At the top, there is a navigation bar with a home icon and the text 'Home | Professional Services | UNT Health Survey Request Form'. The main heading is 'UNT Health Survey Request Form' with a subtitle 'UNT Health Survey Request Form'. Below this, a paragraph states: 'University Assessment and Accreditation supports academic and co-curricular units with surveys sent by UNT Health faculty or staff members to UNT Health students or employees. This form is for UNT Health faculty/staff to request assistance with surveys sent to UNT Health students or employees. For questions regarding surveys outside this scope, please email UAA@unthsc.edu.' A red note indicates: 'Delivery times will vary based upon the complexity of the survey request, prioritization of institutional projects and individual requests.' On the right side, there is a box showing 'Delivery Time: 29 Days' and a green 'Submit' button. A blue arrow points from the 'Submit' button to the right. Below the 'Submit' button, there is a section titled 'Required information' with four questions: 'Are you completing this form on behalf of someone else?', 'Requestor's Relationship', 'Are you testing the survey request form or is this a', and 'Is this request for a new survey or a modification to'. The first question is followed by a red asterisk and the text 'What is the purpose of the request and the context of how the survey data will be used? Select ALL that'. The last question is followed by a red asterisk and the text 'What is the anticipated frequency of this survey:'.

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

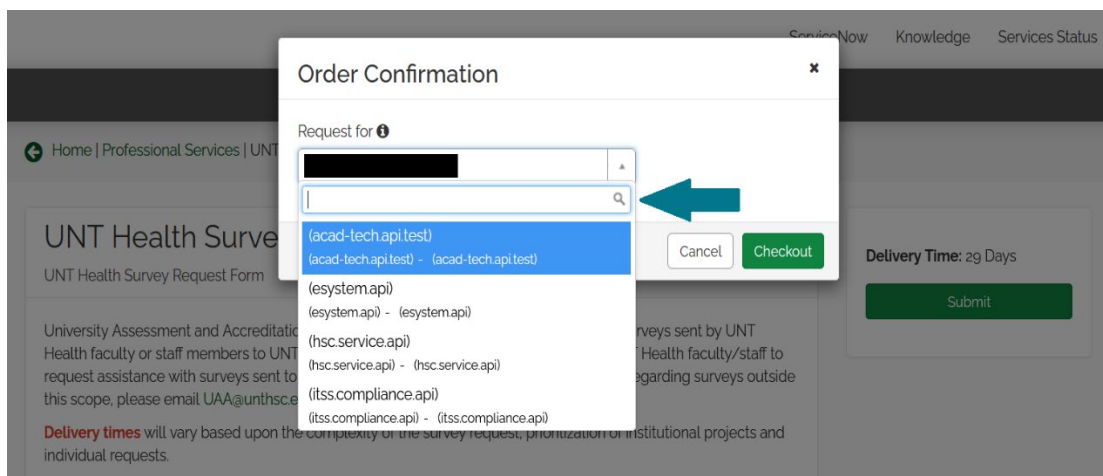
If you wish to submit a request on behalf of someone else, click on the box with your name.

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.



The screenshot shows the 'UNT Health Survey Request Form' in the background. The 'Order Confirmation' modal is open, displaying a 'Request for' dropdown menu. The dropdown is currently empty, and the 'Checkout' button is visible. The background form includes a 'Submit' button and a 'Delivery Time: 29 Days' indicator.



The screenshot shows the 'Order Confirmation' modal with the 'Request for' dropdown menu open. A search bar is visible at the top of the dropdown, and a list of suggestions is displayed below it. A blue arrow points to the search bar. The suggestions include: (acad-tech.api.test), (acad-tech.api.test) - (acad-tech.api.test), (esystem.api), (esystem.api) - (esystem.api), (hsc.service.api), (hsc.service.api) - (hsc.service.api), (itss.compliance.api), and (itss.compliance.api) - (itss.compliance.api). The 'Checkout' button is visible in the modal.

Click "Checkout" when finished.