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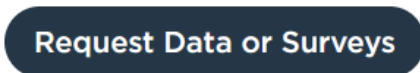
Summary

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

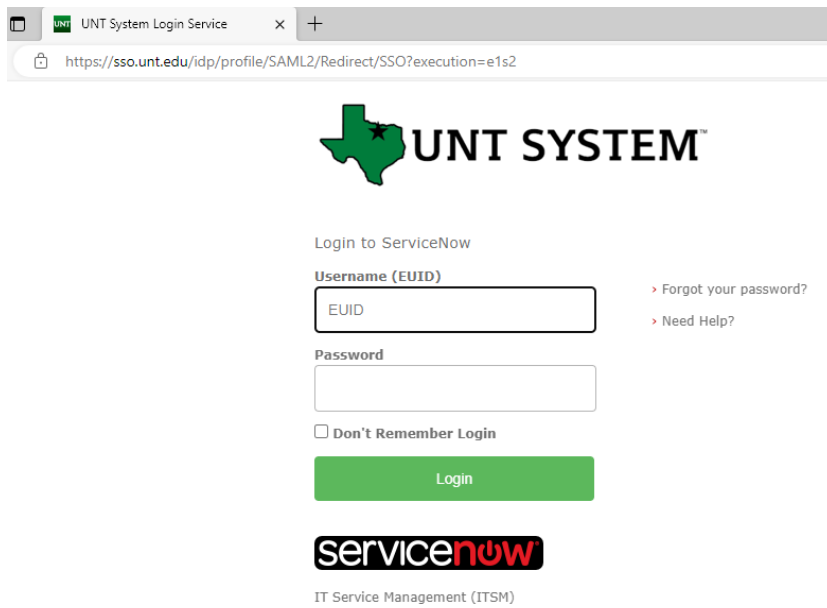unts.servicenowservices.com

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 "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.
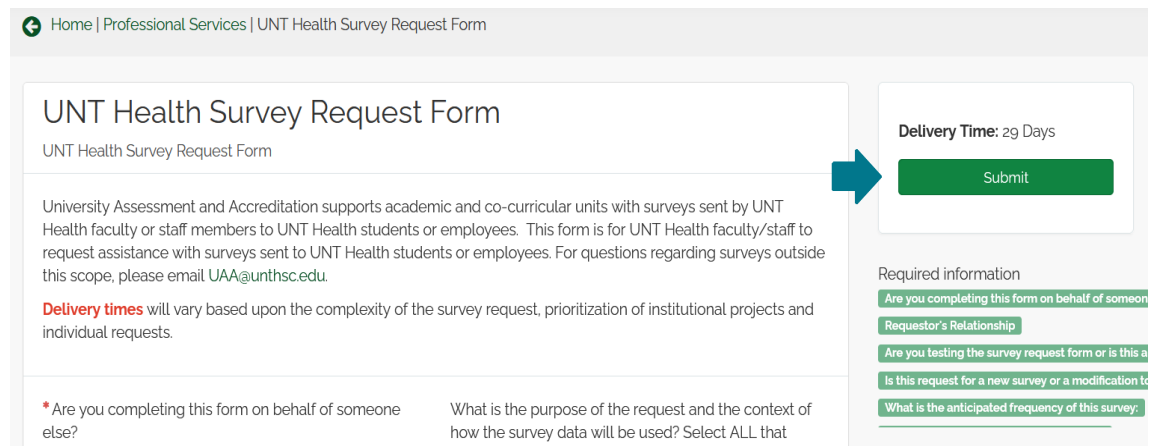
Step 5

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.
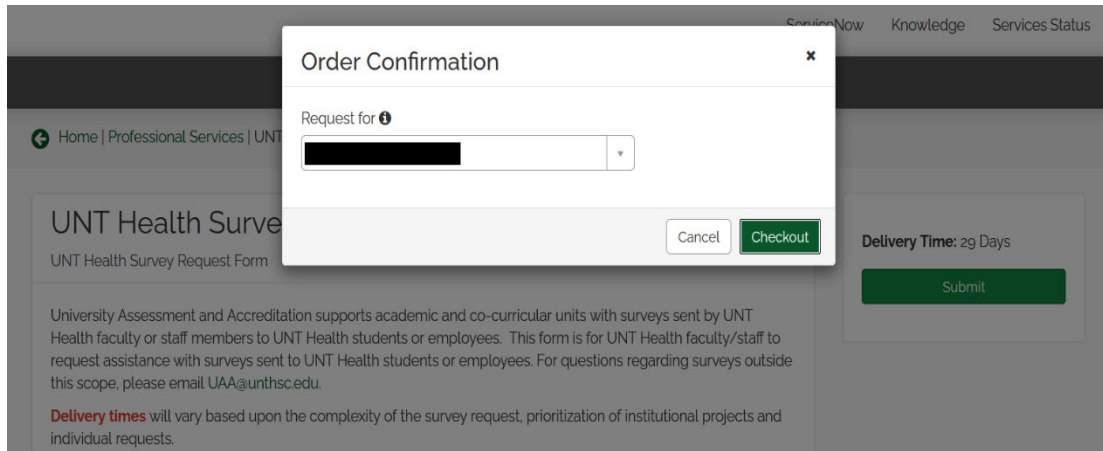
Step 6

Click the "Submit" button in the top left.

An "Order Confirmation" box will appear. By default your credentials will be auto filled.
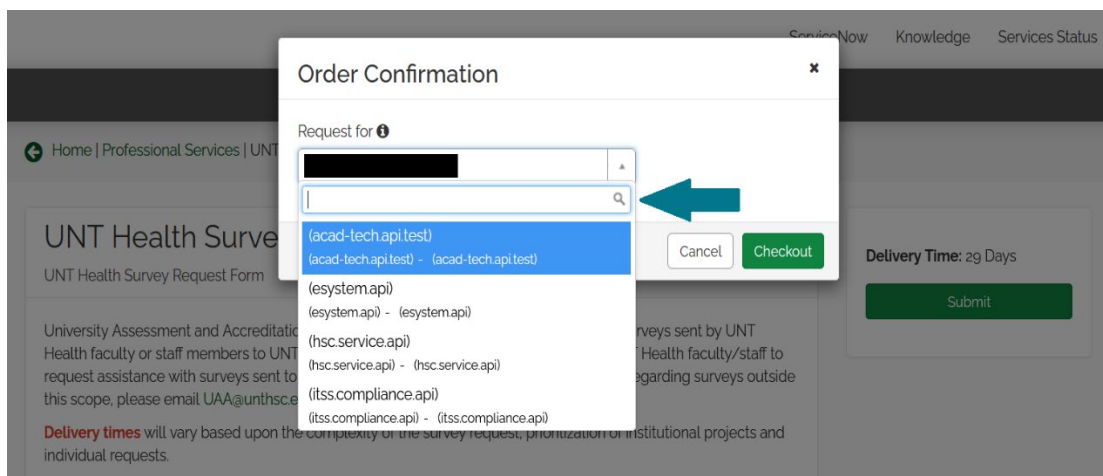
If you wish to submit a request on behalf of someone else, click on the box with your name.
A drop down box will appear under your name, with a search bar at the top.
Type the name of the person you want to submit the request on behalf of.

Click "Checkout" when finished.