REQUESTING ACCESS TO ENTERPRISE STUDENT RECORDS AND ENROLLMENT REPORTS

1. Navigate to Service Now.
2. In the left panel, click Order Services.
3. In the main panel, click Access Management.

4. Select ENTERPRISE DATA FOR ANALYTICS ACCESS REQUEST
5. Select Request Type “New or Modify Account/Access.”
6. In the Describe the Analysis textbox type “Access to Student Records SSRS Reports.”
7. Select the Data Domain “Student – Records, Enrollment and Curriculum: Reporting” from the “Available” box on the left and click the > arrow in the middle to place it into the “Selected” box on the right.
8. Read the Data Use Agreement and then accept the Terms and Conditions checkbox.
9. Click Order Now.