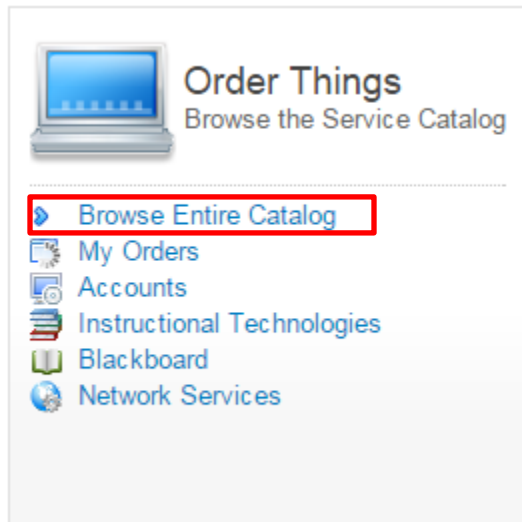


First, click on “Service Now Request for Access.”

After logging in, you will see the following:



First, click “Browse Entire Catalog”



## Accounts & ID Management

Functional Accounts, Departmental Email, etc.



## My Orders

Check the status on the orders you already have open with us



## Desktop Computing & Printing

Upgrade XP, etc.



## Instructional Technology

Faculty Training, WordPress accounts, Qualtrics, CMS



## Blackboard

Add Co-Faculty/TA, Training, Organizations, Quota Increase, Temp Acct



## Network

IP Reservation, DNS Hostname, Port Activation

Next, click “Accounts & ID Management”

# Account & ID Management

## Items

### **Adobe Creative Cloud**

Adobe Creative Cloud Request

### **Advance**

Advance Account Request

### **Banner**

Banner Account Request

### **BDS**

BDS Request

### **Bulk Guest Wireless Accounts**

Bulk Guest Wireless Accounts

[▶ More Information](#)

### **Cypress HPC Request**

Request Cypress HPC Access

[▶ More Information](#)

### **Departmental Email Account**

Email for Departments and Resources

### **Drupal Cloud Website Request**

Request a Drupal website be created

### **eCW Access Request**

eCW Access Request

### **HCM Functional Accounts**

Request access to HCM responsibilities

### **Listserv Account**

Request a Listserv Account

[▶ More Information](#)

### **TAMS / Cognos / EBS Labor Reports**

Request access to TAMS, Cognos, or EBS Labor Reports

### **Functional Account Order Guide**

Request multiple functional accounts

Finally, click on “TAMS / Cognos / EBS Labor Reports” to complete a Request for Access Form.