

Applies to: Requesting OSIS Access

GUIDELINES:

Issued: December 8, 2016

Revised: February 2, 2018

PURPOSE:

To provide step by step instructions on how to request access to OSIS.

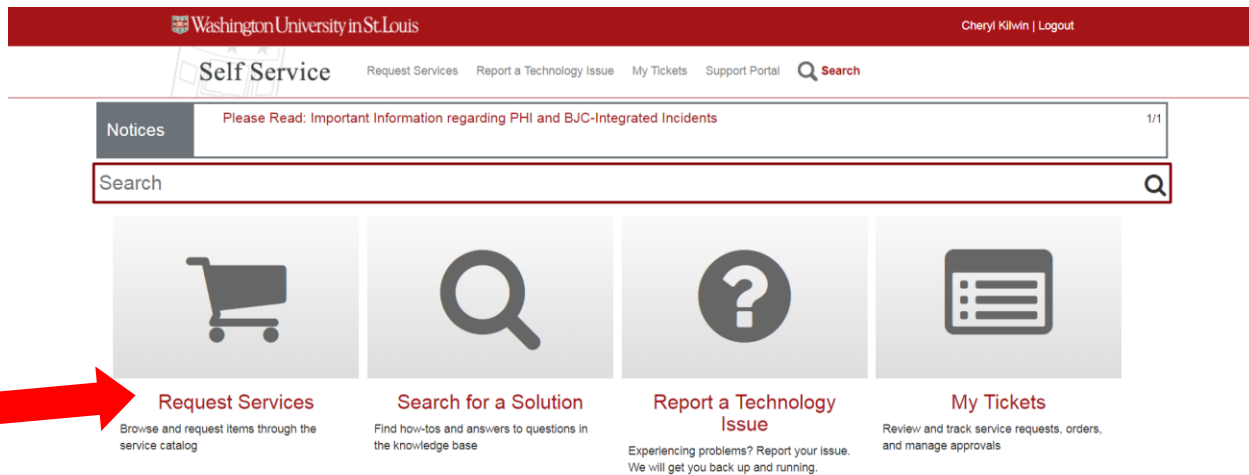
DEFINITIONS:

OSIS – Online Spatial Information System

PROCESS:

Go to Service Now Website: <https://wusm.service-now.com>

When you get to the website and log in, you will come to a screen that looks like this:



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Self Service Request Services Report a Technology Issue My Tickets Support Portal Search

Notices Please Read: Important Information regarding PHI and BJC-Integrated Incidents 1/1

Search

Request Services
Browse and request items through the service catalog

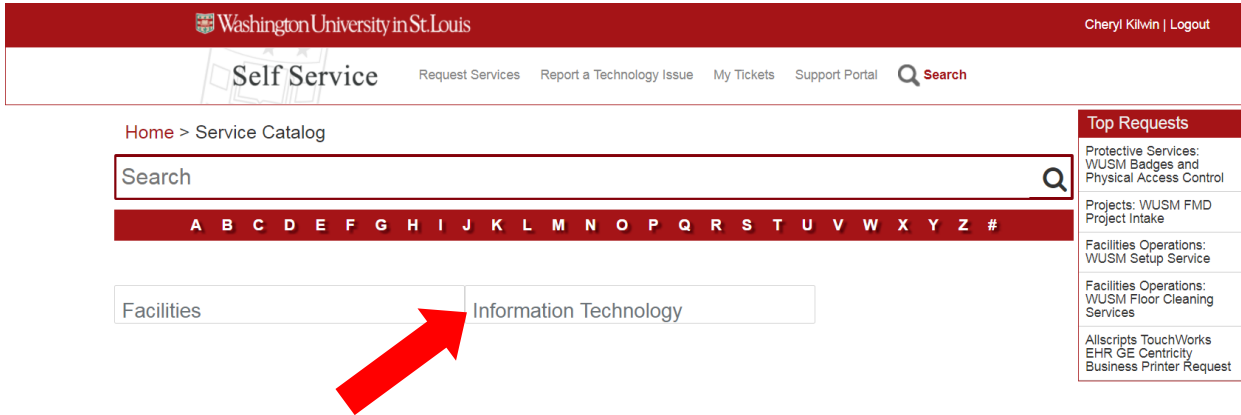
Search for a Solution
Find how-tos and answers to questions in the knowledge base

Report a Technology Issue
Experiencing problems? Report your issue. We will get you back up and running.

My Tickets
Review and track service requests, orders, and manage approvals

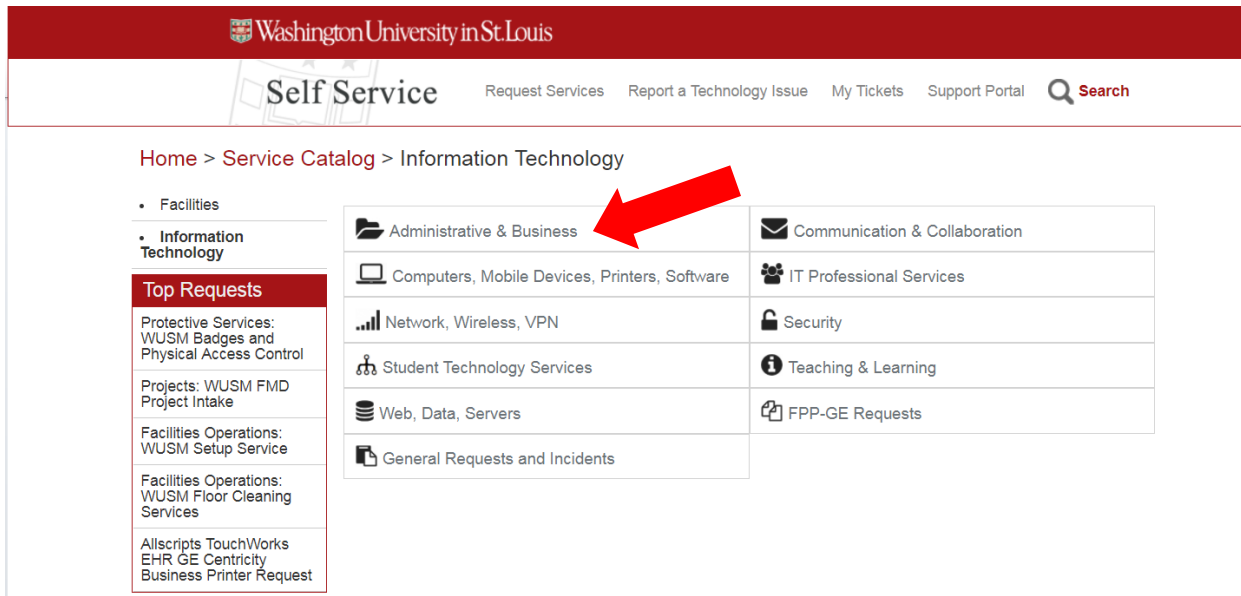
Click on “Request Services”.

When you click the link, you will come to a screen that looks like this:



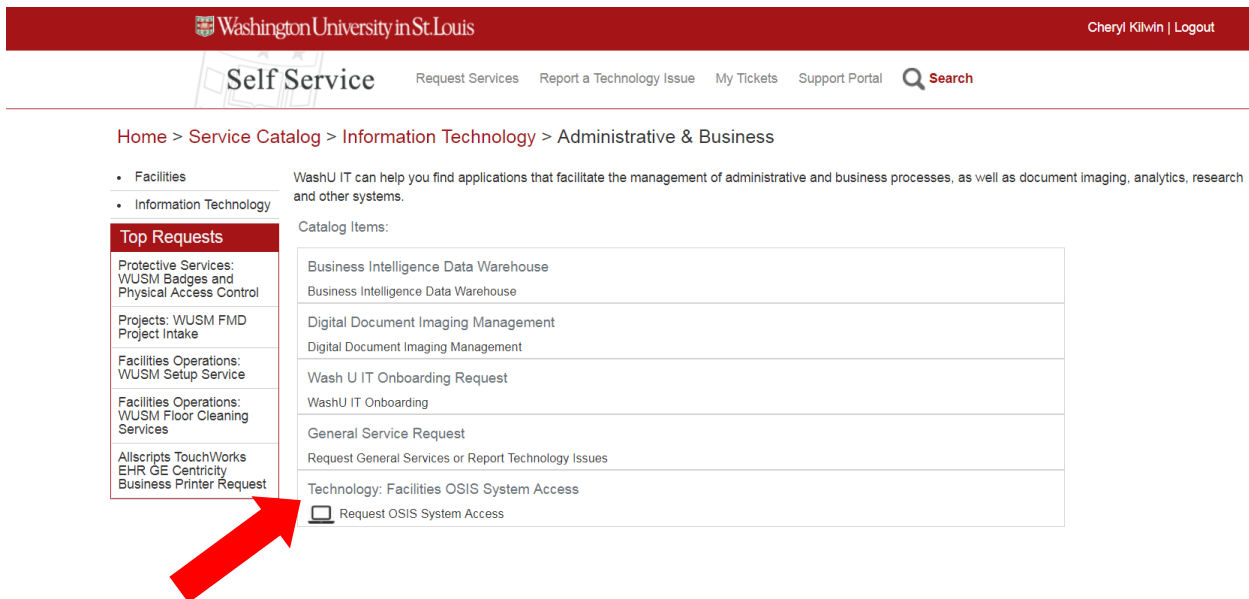
Click on “Information Technology”.

When you click the link, you will come to a screen that looks like this:



Click on “Administrative & Business”.

When you click the link, you will come to a screen that looks like this:



The screenshot shows the 'Self Service' portal with a navigation menu and a list of 'Catalog Items'. A red arrow points to the 'Request OSIS System Access' link under the 'Technology: Facilities OSIS System Access' category.

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Self Service | Request Services | Report a Technology Issue | My Tickets | Support Portal | Search

Home > Service Catalog > Information Technology > Administrative & Business

- Facilities
- Information Technology

Top Requests

- Protective Services: WUSM Badges and Physical Access Control
- Projects: WUSM FMD Project Intake
- Facilities Operations: WUSM Setup Service
- Facilities Operations: WUSM Floor Cleaning Services
- Allscripts TouchWorks EHR GE Centricity Business Printer Request

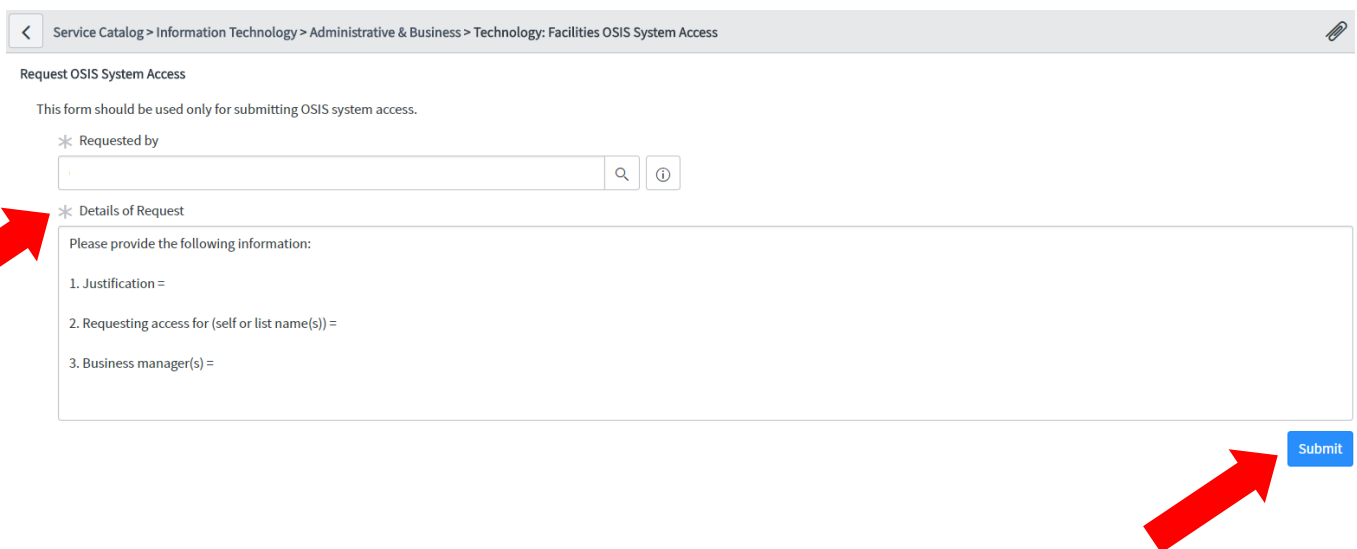
WashU IT can help you find applications that facilitate the management of administrative and business processes, as well as document imaging, analytics, research and other systems.

Catalog Items:

Business Intelligence Data Warehouse
Digital Document Imaging Management
Wash U IT Onboarding Request
WashU IT Onboarding
General Service Request
Request General Services or Report Technology Issues
Technology: Facilities OSIS System Access
<input type="checkbox"/> Request OSIS System Access

Click on “Technology: Facilities OSIS System Access”.

When you click the link, you will come to a screen that looks like this:



The screenshot shows the 'Request OSIS System Access' form. A red arrow points to the 'Details of Request' section, and another red arrow points to the 'Submit' button.

Service Catalog > Information Technology > Administrative & Business > Technology: Facilities OSIS System Access

Request OSIS System Access

This form should be used only for submitting OSIS system access.

* Requested by

* Details of Request

Please provide the following information:

1. Justification =
2. Requesting access for (self or list name(s)) =
3. Business manager(s) =

Submit

Under “Details of Request”, provide a reason for access, name of person needing access and the business manager name.

When you have provided the above information, select submit.