Washington University in St. Louis
SCHOOL OF MEDICINE

Operations & Facilities Management

OSIS Access Request Guidelines

Applies to: Requesting OSIS Access

GUIDELINES:

Issued: December 8, 2016
Revised: N/A

PURPOSE:

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

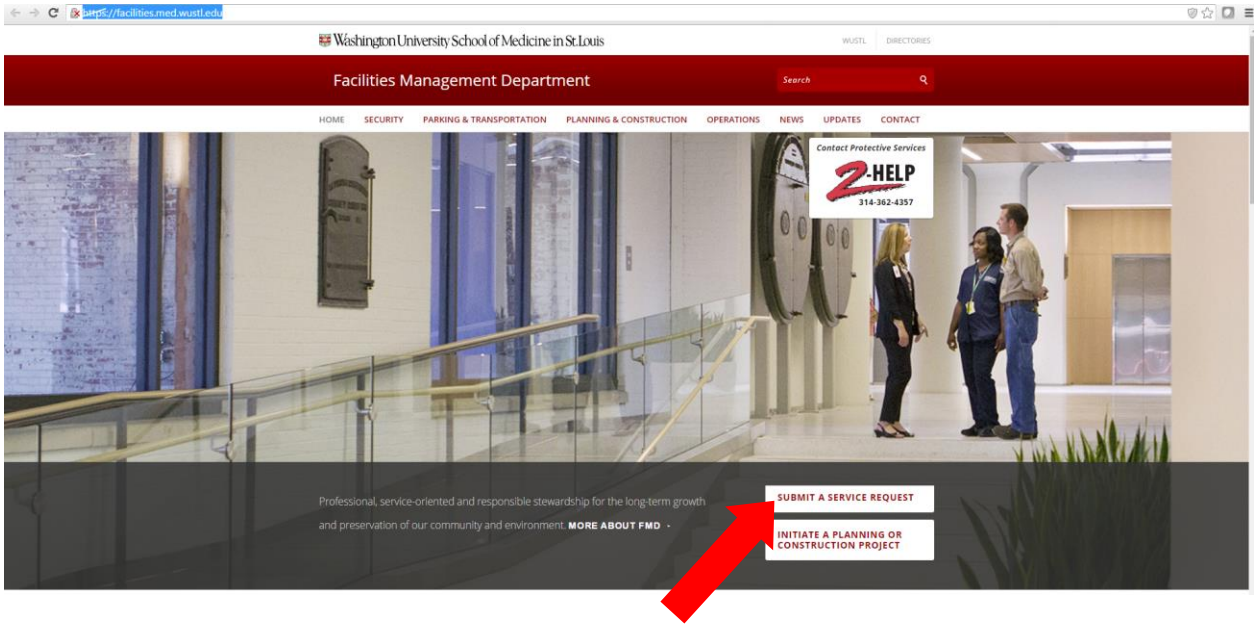
DEFINITIONS:

OSIS – Online Spatial Information System

PROCESS:

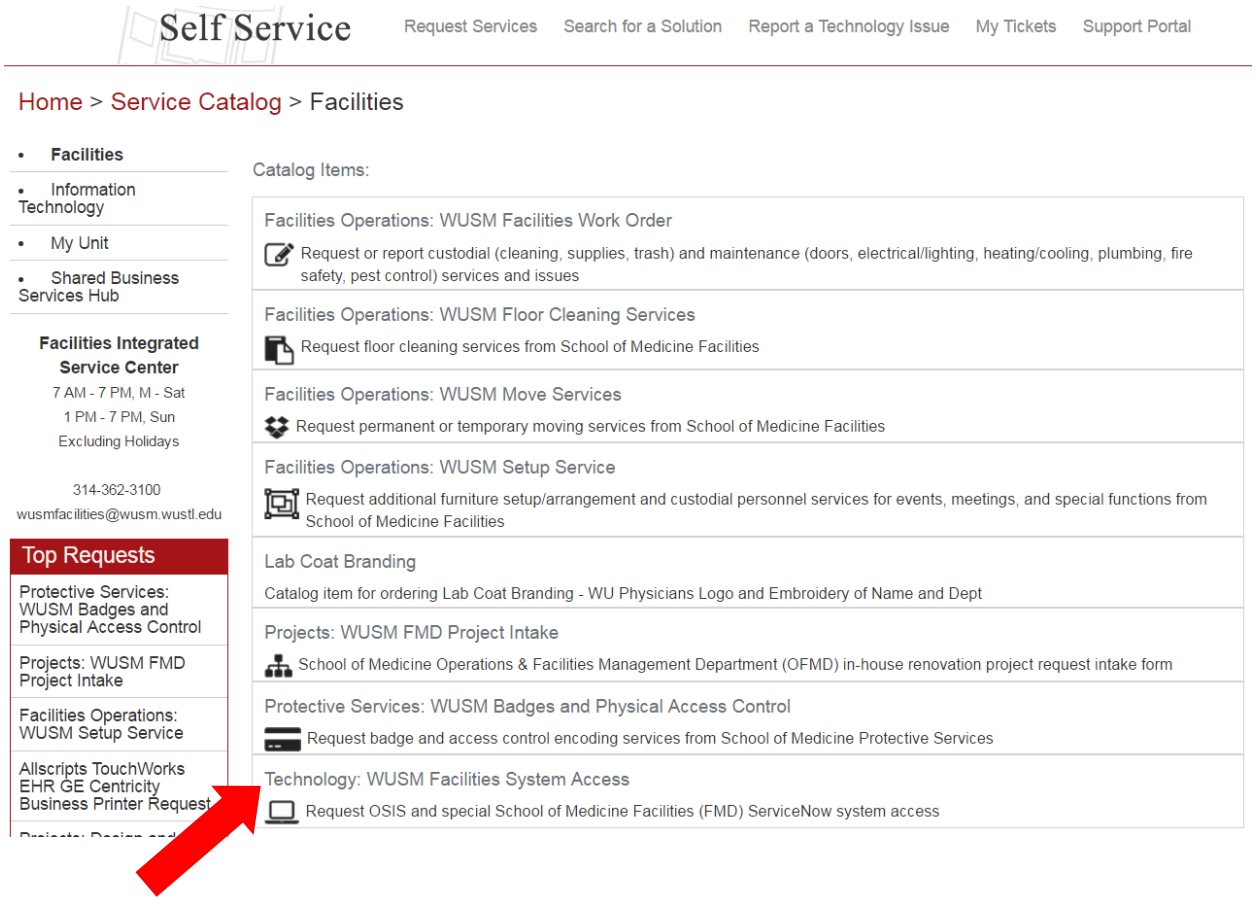
Go to the Facilities Website: https://facilities.med.wustl.edu/

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



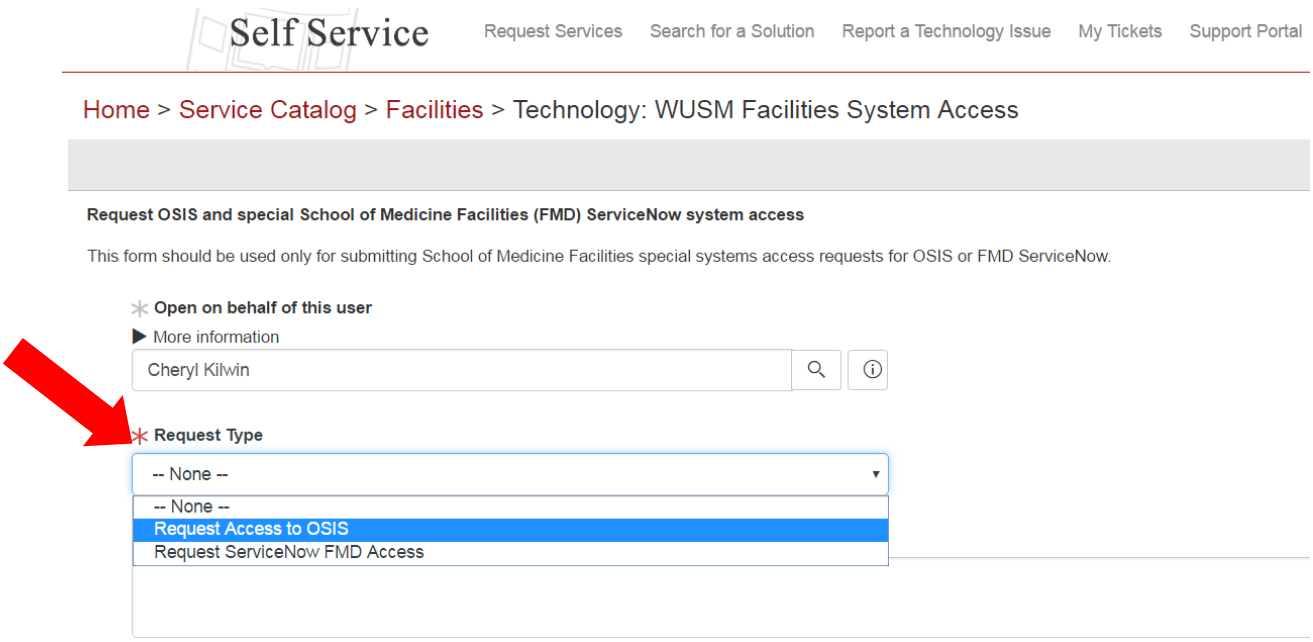
Click on "Submit a Service Request" to get into ServiceNow to request access to OSIS.

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

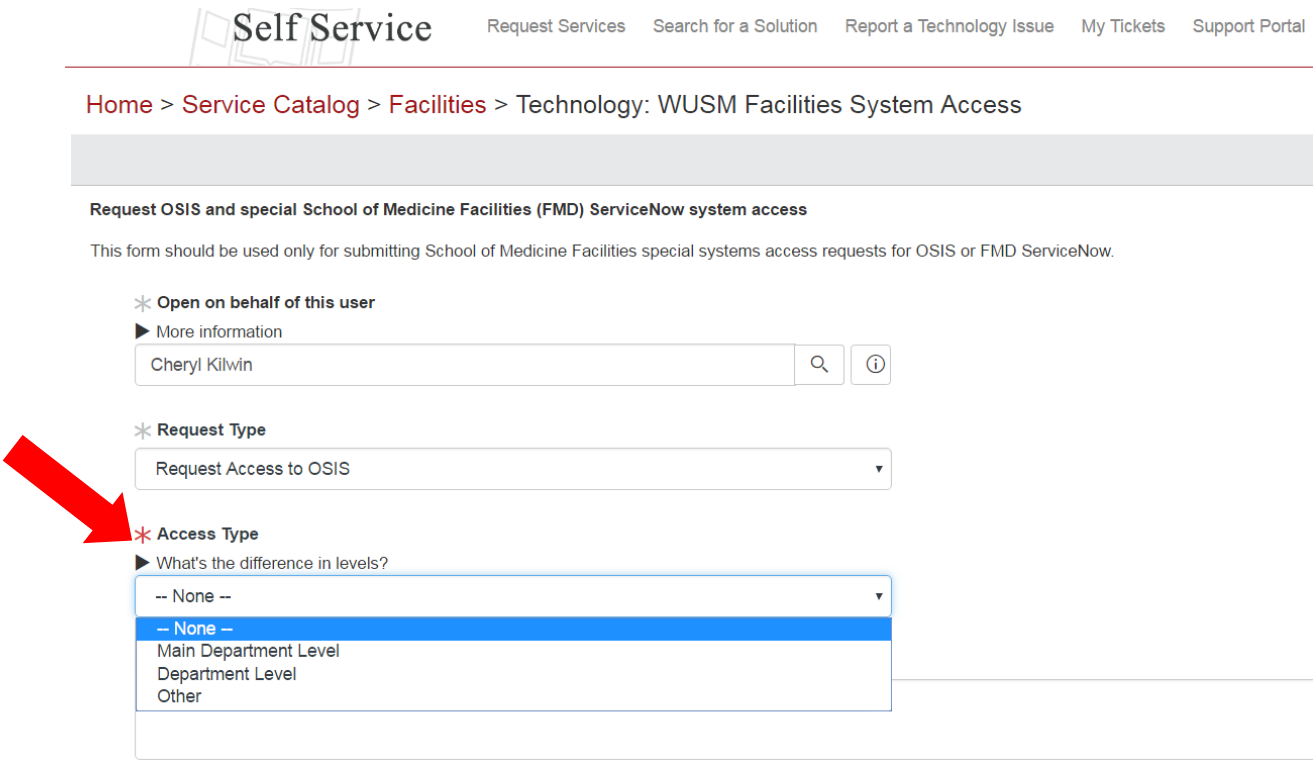


Click on "Technology: WUSM Facilities System Access".

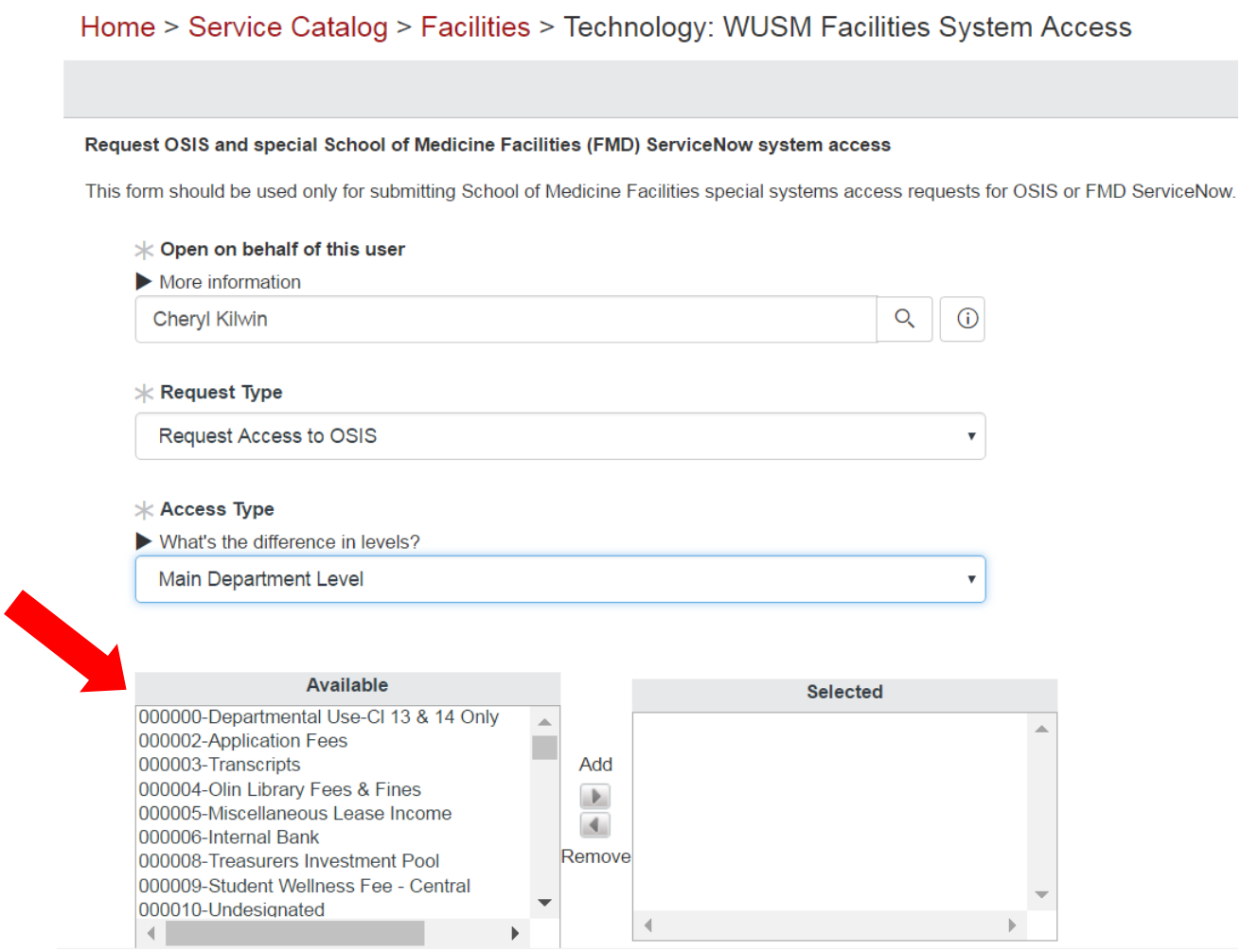
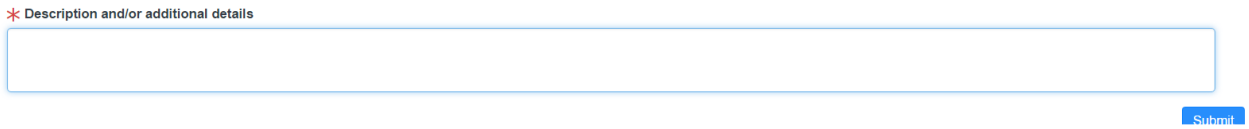
Under Request Type, click on "Request Access to OSIS".



Under Access Type, click "Main Department Level", "Department Level" or "Other".



Select your department and "Add".



Type in a description and / or additional details and select submit.