Applies to: Requesting OSIS Access

GUIDELINES:
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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:

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:

Click on “Technology: Facilities OSIS System Access”.

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