1. Log into your my.asu.edu page
2. Click on the ‘Service’ tab at the top of your my.asu.edu page
3. Click on ‘Submit a Request’

4. You’ll be taken into ServiceNow. Scroll down until you’ve located the Reporting and Business Intelligence section. Click on ‘Analytics Site Access’ in this section
5. You'll be presented with a form. Your name and supervisor are already filled out, but use the magnifying glass to find your desired site, **Grad Degree Progress**, and provide a justification for your access request.

6. Once filled out, look to the right-hand side of the screen and click ‘Order Now’

7. You're all set! We ask for seven days because this request will go through several approvals before your account is granted access.