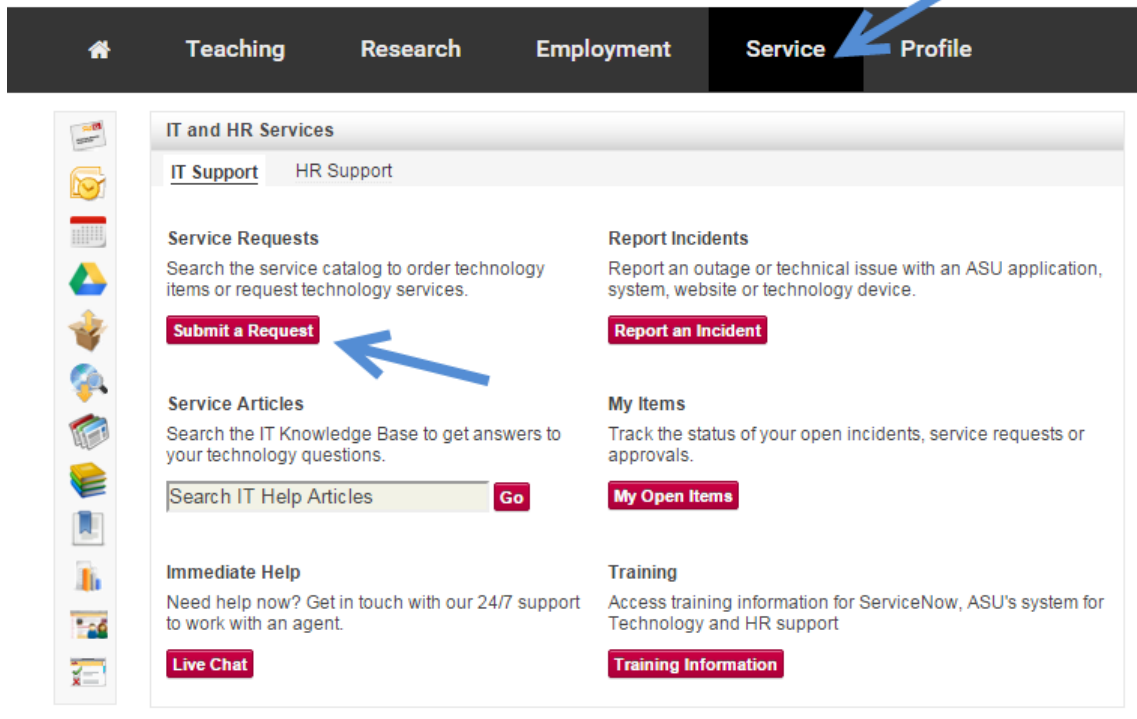


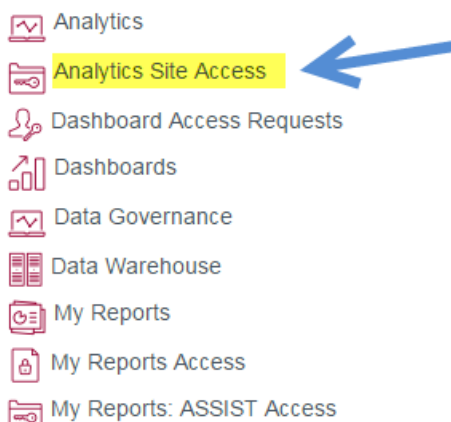
1. Log into your my.asu.edu page
2. Click on the 'Service' tab at the top of your my.asu.edu page
3. Click on 'Submit a Request'

My ASU



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

Reporting and Business Intelligence



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.

Analytics Site Access

This request is used to request access to a site within the Analytics Environment. Please choose the site you would like to access and once your request has been approved by your supervisor and the site trustee, you will be given access. If you do not see a site listed, that means it is not yet ready for public access.

* Requested for

Your Name

* Site name

Click the magnifying glass and select a site name from the list. If you do not see a site listed, that means it is not yet ready for public access.

* Reason for access request

* Supervisor (approver)

Your Supervisor

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

Order this Item

Quantity

Delivery time 7 Days

Order Now

Add to Cart

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