

How to Submit an IVS Access Clinical Request

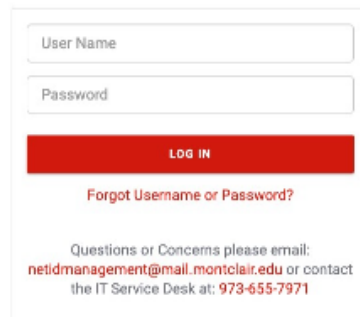
Description: This document is an overview of how to request access for members of a Clinical Group. Note: The person overseeing the Clinical activity must put in the request directly. This request can only come from Full Time Staff overseeing the activities. A graduate student or any other student is not eligible for putting in requests.

1

[Navigate to the page below:

montclair.service-now.com/ditportal

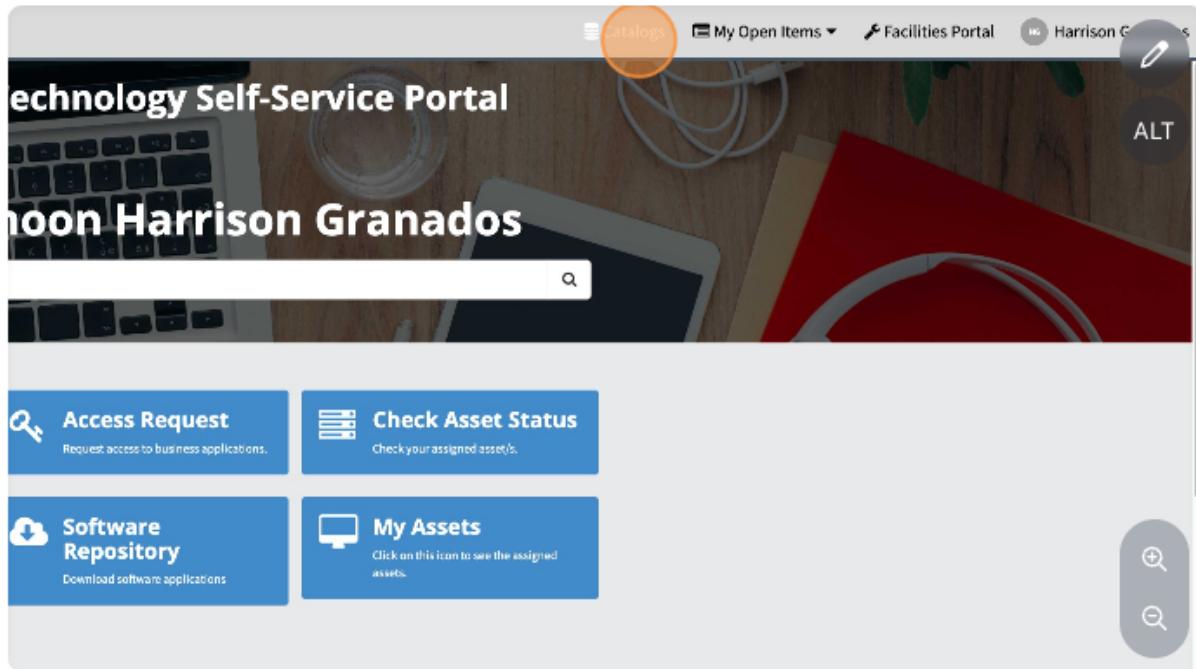
You will be prompted to enter your netID and Password (This will be the same password that you use for all of your MSU services such as Gmail, Canvas, Workday, etc).



The screenshot shows a login form with two input fields: "User Name" and "Password". Below these fields is a red button labeled "LOG IN". Under the button is a link that says "Forgot Username or Password?". At the bottom of the form, there is a line of text: "Questions or Concerns please email: netidmanagement@mail.montclair.edu or contact the IT Service Desk at: 973-655-7971".

2

Click "Catalogs"

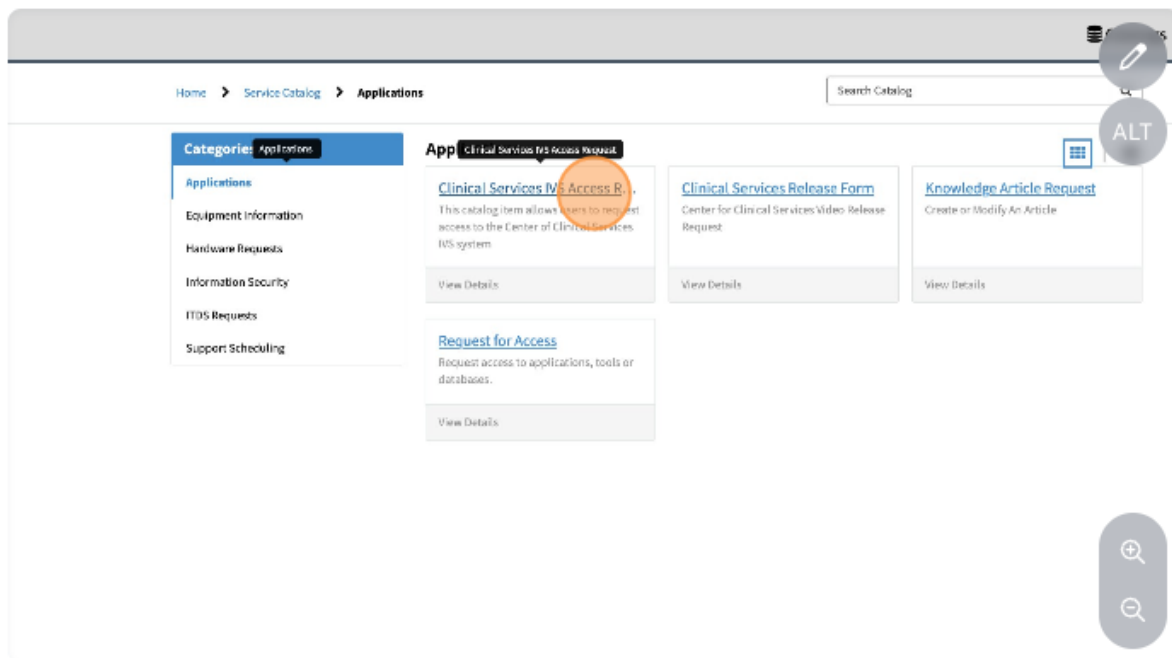


3

Click "Applications"

The screenshot displays the LAIR Service Catalog interface. At the top left is the LAIR UNIVERSITY logo. A breadcrumb trail shows 'Home > DIT Service Catalog'. On the right, there is a search bar with a magnifying glass icon and a button labeled 'ALT'. The main content area is divided into two columns. The left column, titled 'Categories', lists several options: 'Applications' (highlighted with an orange circle and a blue selection bar), 'Equipment Information', 'Hardware Requests', 'Information Security', 'ITDS Requests', and 'Support Scheduling'. Each category has a small blue circle with a white number next to it. The right column, titled 'Popular Items', contains six service cards: 'Submit an Incident', 'Request for Access', 'Department Purchased A...', 'Check Equipment Status', 'Clinical Services Release ...', and 'Knowledge Article Request'. Each card includes a brief description and a 'View Details' link. On the far right, there are two circular buttons: one with a plus sign and one with a minus sign.

4 Click "Clinical Services IVS Access Request"



5 Click "Research"

TCUCLAIR UNIVERSITY

Home > Service Catalog > Applications > Clinical Services IVS Access Request

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system

* Indicates required

* Is Your Request For A Class (Academic), Research Or Clinical

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user

Clinical And Academic NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_8.3.24.pdf

Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_8.4.26.pdf

* Add attachment

6

Enter the name of the Research student you are requesting access for in this example we have used "Harrison Granados"

IR CITY

Home > Service Catalog > Applications > Clinical Services IVS Access Request

Search

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system

* Indicates required

* Is Your Request For A Class (Academic), Research Or Clinical?

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access:

Harrison Granados

* Which research lab is this request for?

None

* What Date Will They Begin Work In Your Lab

MM/DD/YYYY

* What Date Will They End Work In Your Lab

MM/DD/YYYY

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user

Research NDA Form Link

https://www.mantolair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

If you have more than one student to add select this button to add additional users:

Request for multiple users

8

You can add as many students as you need here. In this example we are using the user 'Okeefe Virgo' as an example

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system

* Indicates required

* Is Your Request For A Class (Academic), Research Or Clinical

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access

Ashley Alban

Also request for

okaeefe virgo

Okeefe Virgo virgooc1@gmail.com@montclair.edu

Okeefe Virgo virgooc@gmail.com@montclair.edu

* What Date Will They Begin Work In Your Lab

MM/DD/YYYY

* What Date Will They End Work In Your Lab

MM/DD/YYYY

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user

Research NDA Form Link

https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Form_4.4.25.pdf

9

Select the Research Lab that the request is for:

*** Indicates required**

*** Is Your Request For A Class (Academic), Research Or Clinical?**

☐ Academic ☒ Research ☐ Clinical

*** Select the user(s) who will need access**

x + ALT

Also request for

*** Which research lab is this request for?**

x

[4.4.25.pdf](#)

 Add attachment

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- 10 Select the group that you would like all the users to go in. If you have users that need to go into different groups. You must do that request separately.

Ashley Wilson

Also request for

X Chaele Virgo

*Which research lab is this request for?

Autism and Neurodevelopment Lab (Dr. Erin Kang)

*Which group do you need your users to have access to?

Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately.

-- Select --

-- None --

NO Research Faculty

NO Research Student

NO Research Student Manager

Research NDA Form Link

https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

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11 Select the Starting Dates and End Dates that the Student is expected to work with the Lab.

Ashley Wilson

Also request for
☒ Charles Virgo

* Which research lab is this request for?
Autism and Neurodevelopment Lab (Dr. Erin Kang)

* Which group do you need your users to have access to?
Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit these requests separately.
NO Research Student

* What Date Will They Begin Work In Your Lab? * Will They End Work In Your Lab?

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/24/02/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

Required information:
What Date Will They Begin Work In Your Lab?
What Date Will They End Work In Your Lab?

ALT

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13 Click "Add attachments" to add your NDAs.

Virgo

Which lab is this request for?

Neurodevelopment Lab ID: Erin Kang

Up to you need your users to have access to?

Only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those separately

Student

Will They Begin Work in Your Lab

5

What Date Will They End Work in Your Lab

08/21/2025

Upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

IA Form Link

https://montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-

Add attachments

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Chat With Us.

14

Click "Choose a file" you can add as many attachments as you need so you can attach all NDAs for the request all at once.

The screenshot shows a web application interface for submitting an IVS Access Clinical Request. A modal window titled "Add attachments" is open in the center, displaying a large orange circle with the text "Choose a file" and a cloud icon with an upward arrow. Below the circle, it says "or drag it here." and "Upload files here." The background form is partially visible and includes the following fields:

- Select the user(s) who will need access:** A dropdown menu with "Ashley Allison" selected.
- Also request for:** A dropdown menu with "Okoro Virgo" selected.
- Which research lab is this request for?** A dropdown menu with "Autism and Neurodevelopment Lab (Dr. Erin Kargo)" selected.
- Which group do you need your users to have access to?** A dropdown menu with "NO Research Student" selected. A red error message is displayed below: "Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately."
- What Date Will They Begin Work in Your Lab:** A date field with "08/18/2025" entered.
- What Date Will They End Work in Your Lab:** A date field with "08/21/2025" entered.

At the bottom of the form, there is a text instruction: "Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user." Below this is a link: "Research NDA Form Link" followed by the URL: https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf. On the right side of the interface, there are icons for a list, edit, and a button labeled "ALT" above a "Submit" button. At the bottom right, there are two circular icons with plus and minus signs.

15

Click "Submit" to send the request for review. It will then be moved to the Senior Operations manager for review.

The screenshot shows a web application interface for submitting an IVS Access Request. At the top, there is a green header bar with a close button (X) and a user profile icon labeled 'Ha'. Below the header, a breadcrumb trail shows 'Home > Clinical Services IVS Access Request' next to a 'Search Catalog' search bar. The main heading is 'IVS Access Request' with a subtext 'Access to the Center of Clinical Services IVS system'. The form contains several input fields: a text area for 'Research Or Clinical', a dropdown for 'Large', a dropdown for 'Access to', and a date field for 'What Date Will They End Work in Your Lab' with the value '01/21/2025'. A red error message is visible: 'Access to: If you have different users that require access to different groups please submit those'. A blue 'Submit' button is highlighted with an orange circle. On the right side, there are three circular icons: a pencil, the text 'ALT', and a magnifying glass.

**IVS Access Has Been Granted**

Your request has been completed

For additional support, please contact Clinical Services at 973-655-3652 or email ccsitsupport@montclair.edu

MONTCLAIR
STATE UNIVERSITY

Center for Clinical Services

Ref:MSG9391230

For any support with this form please email ccsitsupport@montclair.edu directly.