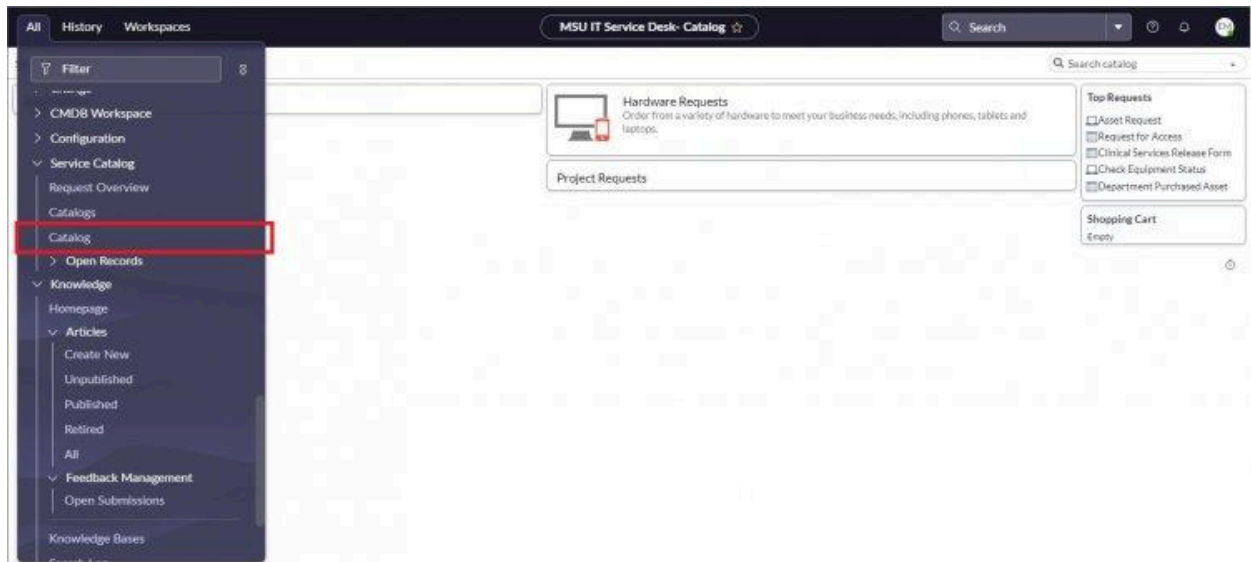


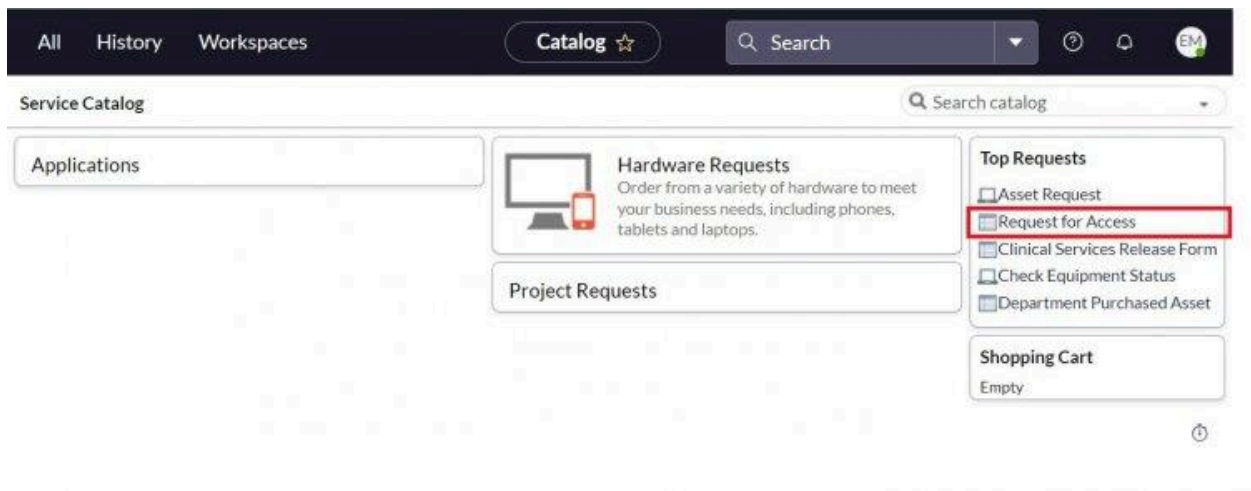
How to Create an Access Request for Tableau

Go to <https://montclair.service-now.com/>.

1. Click on "ALL" on the top left.
2. Scroll down to "Catalog" and click on it



3. Choose Request for Access.



4. Choose either “New User” or “Modify Existing User”.

MSU IT Service Desk- Request for Access

Service Catalog > Top Requests > Request for Access

Request access to applications, tools or databases.
Please complete this form to request application or reporting access. Please be sure to include all the requested details.

✱ User type

☐ -- None -- ☒ New User ☐ Modify Existing User

✱ Access to

☒ -- None -- ☐ Business Application ☐ Reporting

✱ Grant access to the following users (please include yourself if you need access)

✱ Purpose/Justification

✱ List the Roles, Objects, Packages or Functional Areas

-- Submit --

5. Choose “Reporting”.

MSU IT Service Desk- Request for Access

Service Catalog > Top Requests > Request for Access

Request access to applications, tools or databases.
Please complete this form to request application or reporting access. Please be sure to include all the requested details.

✱ User type

☐ -- None -- ☒ New User ☐ Modify Existing User

✱ Business Application

✱ Access to

☐ -- None -- ☒ Business Application ☐ Reporting

✱ Environment

None

✱ Instance

✱ Grant access to the following users (please include yourself if you need access)

✱ Purpose/Justification

✱ List the Roles, Objects, Packages or Functional Areas

-- Submit --

6. Select Reporting Environment magnifying glass to select your reporting environment. Select the Tool options lock icon and search for Tableau. Select the lock icon below the tools list to select which users should be granted access.

▶

Exists in categories

* User type

☒ -- None --

☐ New User

☐ Modify Existing User

* Reporting Environment

Q

* Access to

☐ -- None --

☐ Business Application

☒ Reporting

* Tool

Tableau

Q

Q

* Grant access to the following users (please include yourself if you need access)

Q

7. Provide Purpose/ Justification for the request and your supervisor name and if they have approved your access.

* Purpose/Justification

* List the Roles, Objects, Packages or Functional Areas

-- Submit --

NOTE:

- Once the department approves, authorizes the request, it goes to the Office of the Registrar group for approval.
- Snow tickets are then reassigned to the Information Technology Division to create access after the Office of the Registrar group approves your request.
- When all the tasks are complete, the request is marked as complete, and an email notification is sent to the requestor and all the members of the approval groups.
- If the request is not approved by any of the approval levels, then an email will be generated to the requestor, and the ticket will be closed. The requestor will need to open a new request ticket with more detailed information supporting their request and indicating supervisor approval.