

## NIAR ITC: WORK ORDER PORTAL GUIDE FOR AUTHORIZATION / APPROVALS

Updated: August 24th, 2021

This guide will mostly pertain to NIAR Management or Data Owners.

If a user requests access to data that you own via our work order site;

You will receive an email that looks similar to this:

IT Request O William Hein IR Notification for Service Record #6027: File Permissions Request Retention Policy 120 Day Delete (4 months) Expires 12/8/2021 NIAR IT Workorder Action Notification Please complete the follow workflow action for ticket #6027: File Permissions Request Category Permissions Status In Approval Process Submit user Megan Lilly-Wise Department Information Technology Center Description: test Please follow the link for direct access to the action item: Link to Item For more information, feel free to contact NIAR IT Help Desk at (316)-978-7318 or Megan Lilly-Wise, who is managing this process.

To proceed with the approval process, click on the link to complete the work-flow on the NIAR ITC Self-Service Portal.



NIAR ITC Work Order Request: http://help.wsuniar.org

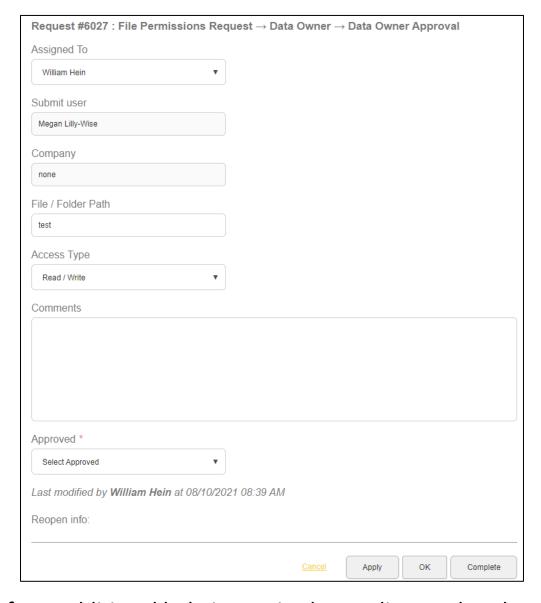
NIAR ITC Support Phone Number: (316) 978-7318 (7:00 A.M. – 6:00 P.M.)



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## To approve the action, **select "Yes" or "No"** from the Approved drop down menu and **click Complete**.



If any additional help is required regarding work orders,
Or if you have any questions, please contact:
ITC Help Desk at (316) 978-7318

