

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

Updated: August 24<sup>th</sup>, 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 | William Hein

**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.



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

Request #6027 : File Permissions Request → Data Owner → Data Owner Approval

Assigned To  
William Hein ▼

Submit user  
Megan Lilly-Wise

Company  
none

File / Folder Path  
test

Access Type  
Read / Write ▼

Comments

Approved \*  
Select Approved ▼

Last modified by *William Hein* at 08/10/2021 08:39 AM

Reopen info:  

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[Cancel](#)

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

