Purpose: To provide Library Staff instructions for submitting requests via Service Now.

Audience: All Library Staff

1. Log into Service Now - https://uta.service-now.com/selfservice/
2. If something new is needed or a question needs to be answered, click the “Request Something” link.
3. Click the “Make a Request” link at the top of the page.
4. Complete the Make a Request form below and include “LIBRARY” in the Short Description section.
   Please attach any additional files using the paper clip and then click Submit to receive a ticket number.

To aid in routing the request, please forward the Service Now Auto-response received from e-mail to LIBRARY-TECHS@LISTSERV.UTA.EDU