

## How to Create a ServiceNow Ticket for Cognos Access

1. Visit this [link](#)
2. Under Request Type, please select Security
3. On the page, please fill in the following information:
  - Short description of the request: Access to Cognos
  - EUID (The rest of your employee demographics will be populated)
  - Type of request: Add
  - Cognos: Yes
  - Financial reporting access (Cognos): Yes

Financial Systems Support (FSS) and Access Control Executive (ACE) Request

Request for FSS & ACEs

Use this request for needs related to FSS or ACEs through UNT System Budget & Analytics.

Please submit requests for HR or HR related ePar security, leave, approve hours, new hires, etc., to HRIS.

\*Request type ⓘ

-- None --

Security

Service Request

Add attachments

Request for FSS & ACEs

\*Short description of the request

Cognos access

\*EUID ⓘ

Email

Title

Department

Department number ⓘ

Additional department numbers ⓘ

Location ⓘ

Will packages you order be delivered to Discovery Park?

-- None --

Phone number ⓘ

\*Type of request

Add

Mode of request

EIS

-- None --

Oracle/Golden

-- None --

USAS

-- None --

Perceptive Content

-- None --

Cognos

Yes

\*Financial reporting access (Cognos)

Yes