

[Click to submit a request for data or report](#)
(follow directions below)



All requests for data or reports from the Office of Data Analytics and Decision Support should go through the IATS work order system.
(URL: <https://techsupport.sru.edu/>)

Please keep in mind:

- Users should try to put their requests in at least 2 weeks prior to when they need it.
- Data that will be used for publication will need an IRB approval (or exemption) before we send the data to the end user.

1

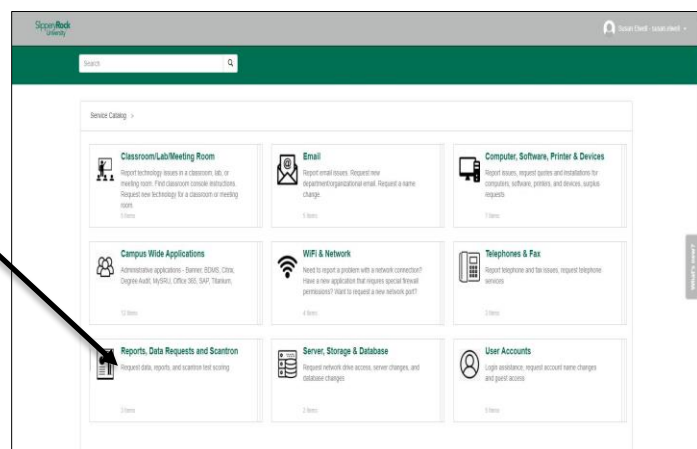
Log into the IATS Service Request Portal

Use your SRU username
(firstname.lastname) and password

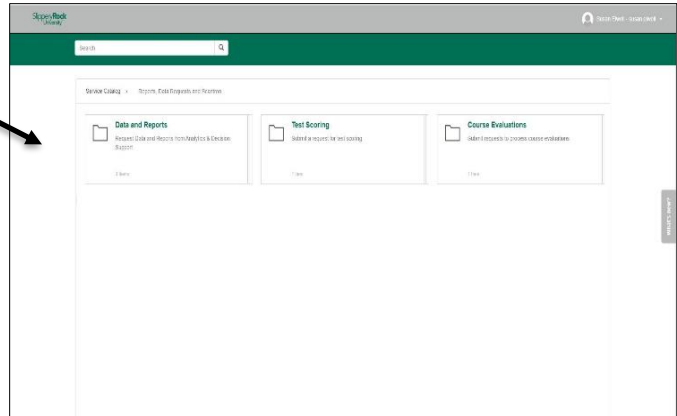
2

Submit a request

Click on Reports, Data Requests and Scantron



Then click on Data and Reports

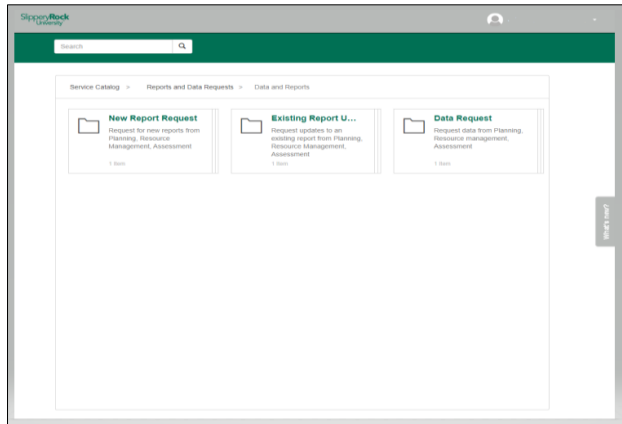


3

Select type of request

Select type of request:

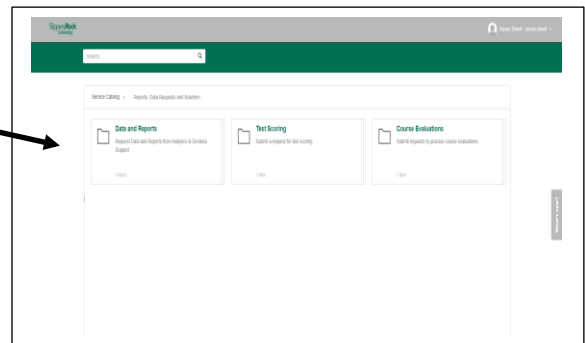
- A. New Report Request
- B. Existing Report Update
- C. Data Request



3A

New Report Request

After selecting New Report Request, click on Submit Request



Complete all fields and click Submit.

Submit a Request

Request user *
Susan Elvel - susan.elvel

Contact Phone *

CC

SRU Department *
Please select a value

Submission Instructions
**IF AN EXAMPLE IS AVAILABLE, PLEASE ATTACH A TEMPLATE, PREVIOUS OUTPUT, OR OTHER EXAMPLE.
REQUESTER - person who will be using the report
CC - individuals who should also be notified.
SUBJECT OF REQUEST - Short title describing the requested work. Full details should be provided under Description field
REQUESTED ON BEHALF OF - individual requesting the report if different than person submitting the request
DATE NEEDED BY - When is this report needed. Requests should be made at least 2 weeks in advance.

Subject of Request *

Requested on behalf of

Date needed by (please request 2 weeks in advance) *

Is access needed for future use? *
Please select a value

Description *

Attachments
 or drag and drop files to here

Submission Instructions. You will need to complete all that apply.
PLEASE SCROLL DOWN AND COMPLETE ALL THAT APPLY

****IF AN EXAMPLE IS AVAILABLE, PLEASE ATTACH A TEMPLATE, PREVIOUS OUTPUT, OR OTHER EXAMPLE.**

REQUESTER - person who will be using the report

CC - individuals who should also be notified.

SUBJECT OF REQUEST - Short title describing the requested work. Full details should be provided under Description field

REQUESTED ON BEHALF OF - individual requesting the report if different than person submitting the request

DATE NEEDED BY - When is this report needed. Requests should be made at least 2 weeks in advance.

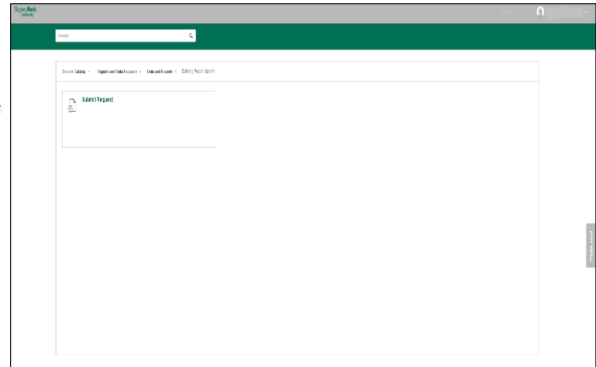
IS ACCESS NEEDED FOR FUTURE USE? - answer yes if the report will be used again in the future

DESCRIPTION - Provide the purpose of report (what is the question you are trying to answer) and a brief description of the information needed

3B

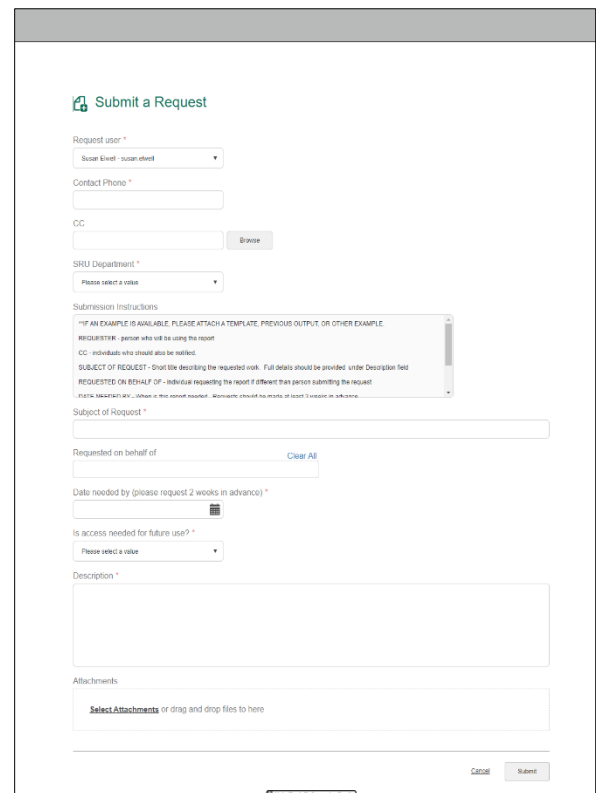
Existing Report Update

After selecting Existing Report Update, click on Submit Request



The screenshot shows a web browser window with a search bar at the top. Below the search bar, there are several tabs or links: "Search", "Request Information", "Request Status", and "Request History". The main content area is mostly empty, with a "Submit Request" button visible on the right side.

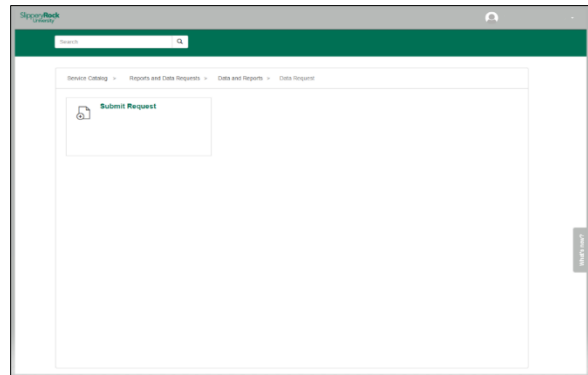
Update fields and click Submit.



The screenshot shows a "Submit a Request" form with the following fields and sections:

- Request user ***: Dropdown menu with "Susan Eivel - susan.eivel" selected.
- Contact Phone ***: Text input field.
- CC**: Text input field with a "Browse" button.
- SRU Department ***: Dropdown menu with "Please select a value" selected.
- Submission Instructions**: A scrollable box containing instructions: "IF AN EXAMPLE IS AVAILABLE, PLEASE ATTACH A TEMPLATE, PREVIOUS OUTPUT OR OTHER EXAMPLE. REQUESTER: person who will be using the report. CC: individuals who should also be notified. SUBJECT OF REQUEST - Short line describing the requested work. Full details should be provided under Description field. REQUESTED ON BEHALF OF - Individual requesting the report if different than person submitting the request. INTERNAL TRACKING NO. - Shows in the request number. Requests should be made at least 2 weeks in advance."
- Subject of Request ***: Text input field.
- Requested on behalf of**: Text input field with a "Clear All" button.
- Date needed by (please request 2 weeks in advance) ***: Calendar icon.
- Is access needed for future use? ***: Dropdown menu with "Please select a value" selected.
- Description ***: Text area.
- Attachments**: "Select Attachments" button and "or drag and drop files to here" text.
- Buttons**: "Cancel" and "Submit" buttons at the bottom right.

After selecting Data Request, click on Submit Request



Complete all fields and click Submit.

 A screenshot of the 'Submit a Request' form. The form includes several fields: 'Request user' (dropdown), 'Contact Phone' (text), 'SRU Department' (dropdown), 'CC' (text with 'Browse' button), 'Date needed by (please request 2 weeks in advance)' (calendar), 'Will data be used for publication?' (dropdown), 'Level of data detail' (dropdown), 'Description' (text area), 'Attachments' (file upload), and 'Agreement to Terms' (checkbox). A 'Submit' button is at the bottom right.

Users must accept the terms of use before submitting a data request. Please review the terms carefully before agreeing and submitting.

The following Prompts are listed in Description. You will need to complete all that apply.
PLEASE COMPLETE ALL THAT APPLY

****IF AN EXAMPLE IS AVAILABLE, PLEASE ATTACH A TEMPLATE, PREVIOUS OUTPUT, OR OTHER EXAMPLE.**
REQUESTER - person who will be using the report
CC - individuals who should also be notified.
SUBJECT OF REQUEST - Short title describing the requested work. Full details should be provided under Description field
DATE NEEDED BY - When is this report needed. Requests should be made at least 2 weeks in advance.
WILL DATA BE USED FOR PUBLICATION? - All data to be used for publication requires IRB approval before data will be released. Please attach approval to request
LEVEL OF DATA DETAIL - Summary-level, detailed records, both
DESCRIPTION - Provide the purpose of report (what is the question you are trying to answer) and a brief description of the information needed