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/](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

Select type of request:
A. New Report Request
B. Existing Report Update
C. Data Request

3 A New Report Request

After selecting New Report Request, click on Submit Request
Complete all fields and click Submit.

**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
After selecting Existing Report Update, click on Submit Request.

Update fields and click Submit.
After selecting Data Request, click on Submit Request

Complete all fields and click Submit.

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