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ARF: Account Request Form (Campus, SOM, ZSFG/SFGH) - How to Approve requests



Dan Pucillo on January 28, 2020

If you have been selected to approve a request generated from the "ARF: Account Request Form (Campus, SOM, ZSFG/SFGH) [1]" at https://ucsf.service-now.com/ess/order_accounts.do [2], there are 2 ways to review the request to either approve or deny it. Upon submission, you should have received an email from our system with an option to either deny or approve the request. If you did not receive this email, you can also review all requests pending your approval to either deny or approve by following the instructions below.

How to approve ARF requests online:

Go to <https://ucsf.service-now.com/ess/> [3]. You may be prompted to log into the site using your Network Logon/Email credentials or your MyAccess account. Once logged in, click ?View My Tickets?.

FAQs & Knowledge Base
Browse the 'Top 10 How-Tos' or search it.ucsf.edu
A new window or tab will display

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Report something that just isn't working right.

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Click "View My Tickets"



For questions regarding this website, please contact the Service Desk at 415.514.4100.
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In the 'View My Tickets' screen, click the 'My Approvals' tab to load a list of all Requests that are pending your approval.

Home » View My Tickets

Click the "My Approvals" tab to view a list of your requests that are pending your approval.

Open Print View

[My Help Tickets](#) | [My Orders](#) | **[My Approvals](#)** | [My Apex Requests](#) | [My Apex Approvals](#)

Click the 'Requested?' link next to the request you would like to view and approve to get details on that request.

Home » View My Tickets

My Help Tickets | My Orders | My Approvals | My Apex Requests | My Apex Approvals

Approvals **New** Go to Created

All > State = Requested > Approver = Dan Pucillo

State Approver Closed

Requested Dan Pucillo RITM0079014 2016-07-08 13:55:40 (empty)

Requested Dan Pucillo RITM0079013 2016-07-08 13:48:24 (empty)

Requested Dan Pucillo RITM0078971 2016-07-08 10:30:16 (empty)

Click the "Requested" link to view the request pending approval and to approve/deny the request.

To view the details of the request, you can click in the Description field. Once the request has been reviewed, you can either approve or deny the request by clicking the appropriate buttons.

My Help Tickets | My Orders | My Approvals | My Apex Requests | My Apex Approvals

Save Approve Reject

Approver Dan Pucillo Approving Requested Item: RITM0079014

State Requested

Comments

Summary of Item being approved:

Description	Price	Quantity	Total
Request a new Network/Email Account, change or delete an existing account, or setup/change Fileshare access.	\$0.00	1	\$0.00

Activity 2016-07-08 13:55:40 To view exactly what was originally requested, click the "Request a new Network..."

Approver: Dan Pucillo

Approving: RITM0079014

State: Requested

Save and Close Save Approve Reject

To Approve the request, click "Approve". To deny the request, click "Reject".

GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

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Source URL: https://it.ucsf.edu/how_do/arf-account-request-form-campus-som-zsfsgfgh-how-approve-requests

Links

[1] [https://ucsf.service-](https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?v=1&sysparm_id=dcd937132b779a0019d7c7131)

[now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?v=1&sysparm_id=dcd937132b779a0019d7c7131](https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?v=1&sysparm_id=dcd937132b779a0019d7c7131)

[2] https://ucsf.service-now.com/ess/order_accounts.do

[3] <https://ucsf.service-now.com/ess/>