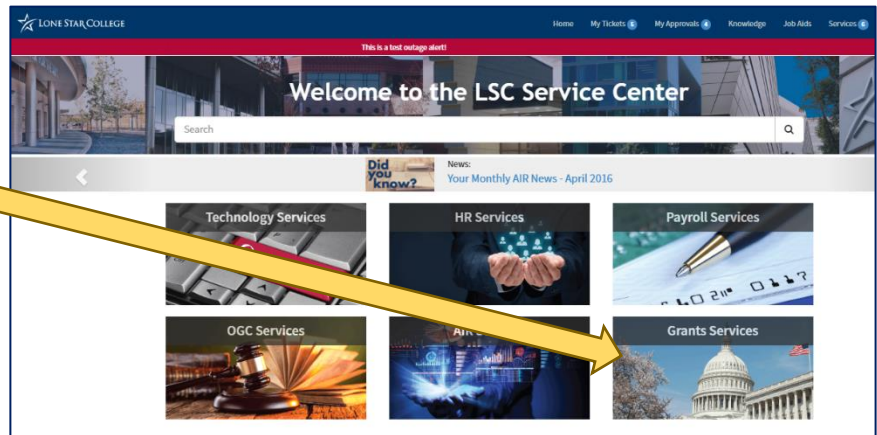


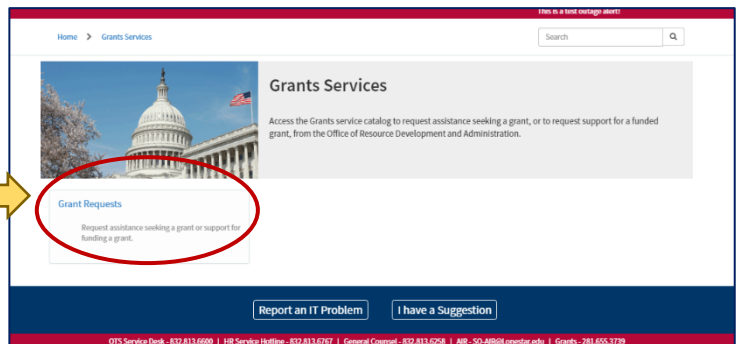
JOB AID: HOW TO CREATE A ServiceNow TICKET FOR RDA (GRANTS)

Step 1: Go to <https://lonestar.servicenow.com/sp> Click on the Grants Services icon.

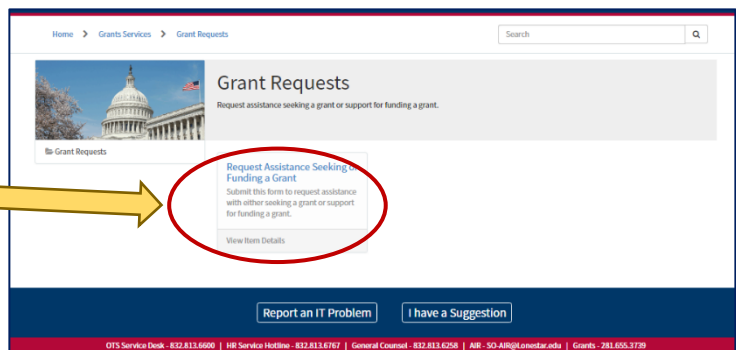


Step 2: Click on **Grant Requests**, then click on **Request Assistance Seeking or Funding a Grant**

Grant Request



Request Assistance Seeking or Funding a Grant



Step 3: Complete the Form. Click Submit.

Requested by: Your full name should pre-populate. If not, click on the arrow and search for your name

Requester's Title: Enter your current title in LSC

Grant Title: If known, type in. If generic request, create a name.

Grant Description: Provide as many details as possible.

Funding Agency: If known, choose from the drop down list.

Choose Location: Select **Campus**, **System Office Department** or **LSC Foundation**

System Office: Click on the magnifying glass and select your SO department from the list.

College: Click on the magnifying glass and select your campus from the list.

Submit: Click **Submit**. You will receive an email message confirming that your ticket has been received. You will receive a second message when the ticket has been assigned. You can track your request throughout all stages of the grant using the ticket number.