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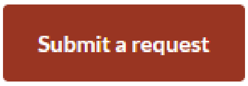
Submit a Business Service Change Request

Wendi Lewis - 2026-02-13 - Comments (0) - Business Systems

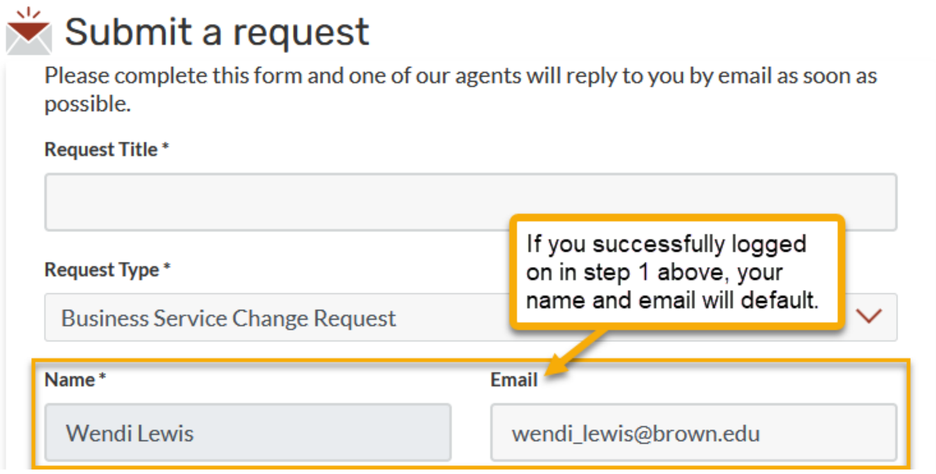
This article is for business service owners responsible for requesting changes to OIT for an administrative application or service (for example, Banner, Cognos Analytics, Workday integrations, and so on).

How to Submit a Business Service Change Request

1. In the upper-right corner of this page, click **Login**, and then enter your credentials.
2. Click **Submit a request**.

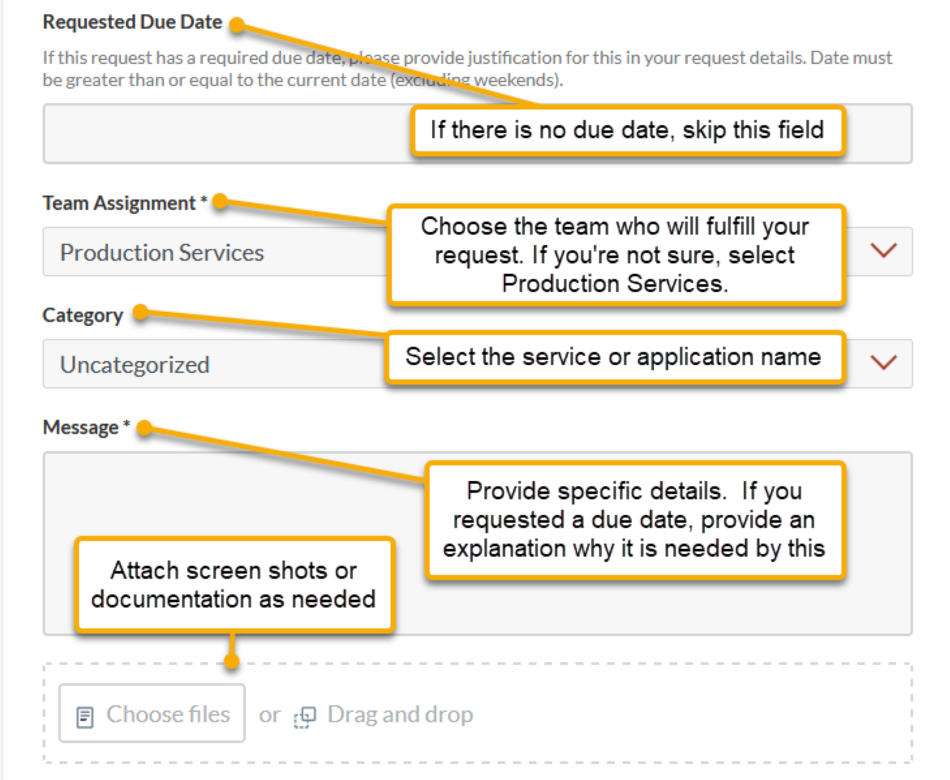
   

3. In the **Request Title** field, enter a brief description of your request.

4. From the **Request Type** drop-down list, select **Business Service Change Request**.

   Fields relevant to a Business Service Change Request appear.
5. Use the image below to complete the request form.



6. Click **Submit**.

   A confirmation message and bookmarkable link to your request appears. You will also receive an email with your request ID.

You can update your request or correspond with the assigned agent/team by replying to the email or clicking the link.

When your request is ready for review/testing approval to go to Production, you will receive an email from the assigned agent with instructions for you to approve the request.

Comments (0)