

Access Request System

Training Guide

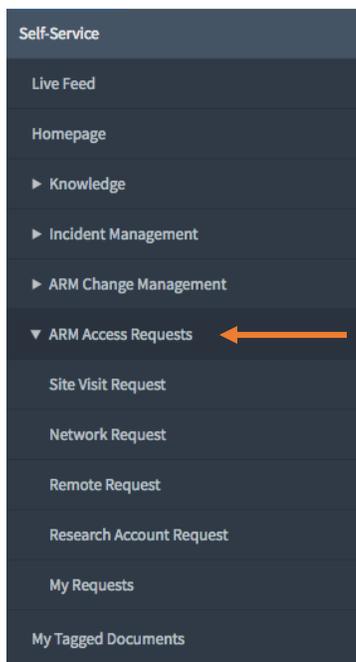
Getting Started

All links to the previous system (SARS) now point to the new system (ARS). ARS resides in ServiceNow and is accessible to any users with a registered ARM account.

- **To Register For an ARM Account:**
<https://www.archive.arm.gov/armuserreg/#/new>
- **Link to the Access Request System landing page:**
<https://www.arm.gov/working-with-arm/use-arm-facilities>

Submitting a Request

All the options to submit a request are found under Self-Service on the left side under the filter navigator.



Site Visit Request

This request type is for requesting physical access to a measurement facility.

Network Request

This request type is for requesting network access at a site for a device such as a PC, Instrument or other device. This should only be used if you require network access beyond the length of a Site Visit.

Remote Request

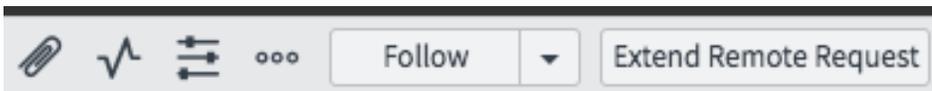
This request type is for requesting off-site remote access to a system at a measurement facility (Other than a research system account).

Research Account Request

This request type is for requesting access to a research system computer or an account on the ARM Analysis and Visualization system. (ARM Computing Cluster Account)

Extending a Request (Network, Remote & Research Account Requests)

Once your request is active, you can request an extension by clicking the “Extend [Type] Request” button in the top right corner.



When you extend a request, it does the following:

- Creates a new record
- Copies the majority of fields to the new request
- Sets the start date to the end date of the extended record
- Clears out the end date
- Links the new record to the extended record

Note: The extended request will still have to go through the same approvals and reviews.

Note: Updating (e.g. adding/removing hosts to a remote request) requests are done in the extend request process