Are you a new investigator that needs access to Tick@lab?
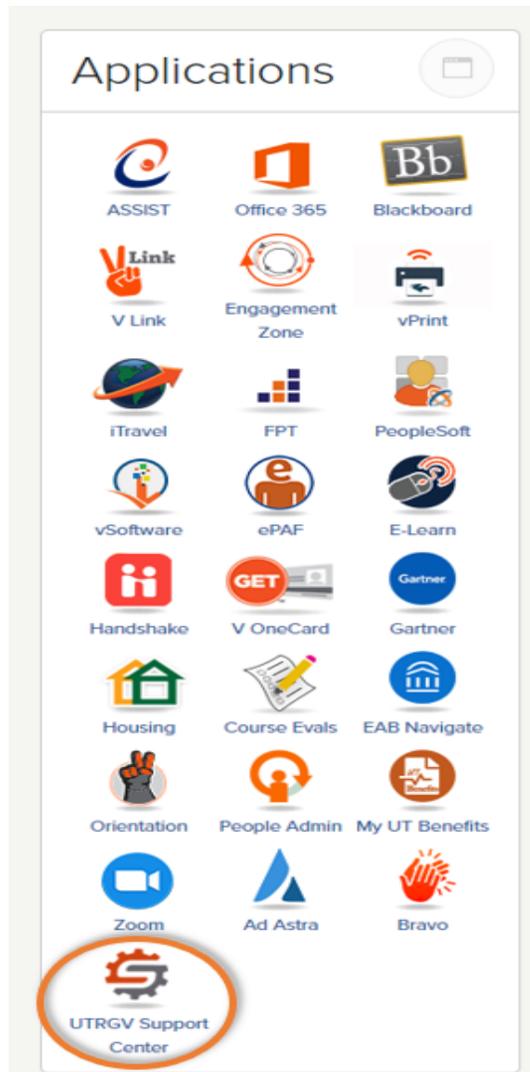
Please use the following steps to request acess:

1. Log in to https://my.utrgv.edu/home

2. Select the **UTRGV Support Center** icon, as shown below.

Are you a new investigator that needs access to Tick@lab?

3. Select **Information Technology**, as shown below.

Are you a new investigator that needs access to Tick@lab?

4. Select **Get Access!**, as shown below under Popular Services.

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5. Click on the button for **Request Access**, as shown below.
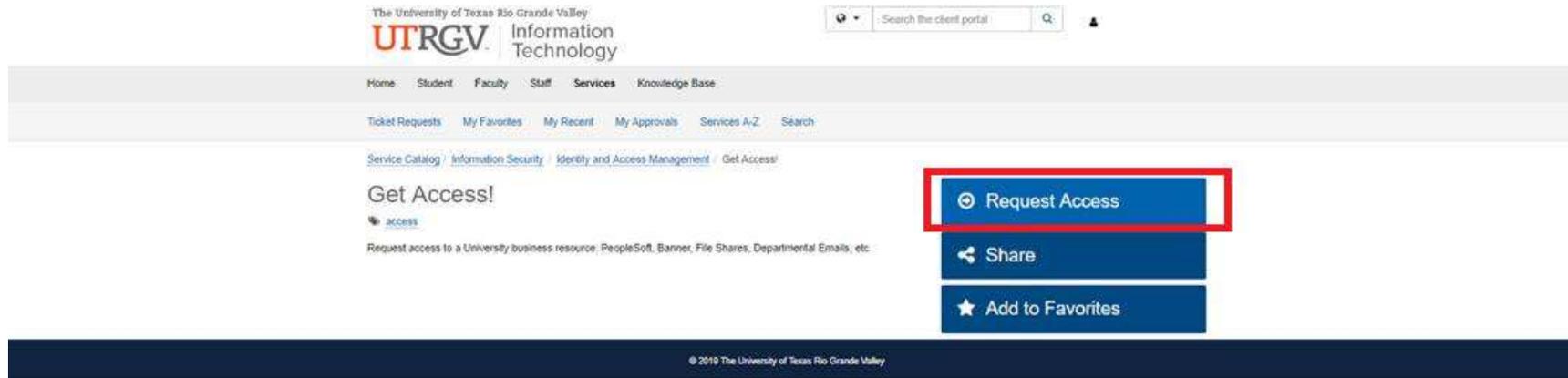
5. Next, fill out the form with the following information:
   a. Please indicate who the requestor for access is.
   b. For Category: Indicate 'Departmental'
   c. For Resource: Indicate 'Tick@Lab'
   d. For Application Role: Indicate what type of access you need.
   e. For Description: If you are a student, please indicate who your faculty advisor is for the research project you will be conducting.
   f. Click 'Request' in blue to submit.

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The University of Texas
Rio Grande Valley

[🌐 ▾] [Search the client portal] [🔍]

Home   Information Technology   University Police   Projects/Workspaces   Services   Knowledge Base

Get Access!

+ Show Help   **− Hide Help**

Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.

Attachment ❓

Browse...	No file chosen

Requestor * ❓ 👤

Mariana Hernandez	▾	🔍	✖

Category *

Departmental	✕ ▾

Resource *

Tick@Lab	✕ ▾

Tick@Lab Roles

○ IRB Investigator - Human Subjects Investigator
○ IBC Investigator - Biological Safety
○ IACUC Investigator - Animal Subject Investigator
○ In-Life Staff - Animal Subjects Student Investigator/User

Description * ❓

[   ]

If this request form is being submitted to obtain access to federally-protected student data as defined by the U.S. Department of Education under the Family Educational Rights and Privacy Act (FERPA) of 1974, it is with the understanding that both the immediate supervisor and employee gaining access fully recognize that only data pertinent to the employee's scope of responsibilities is to be utilized, and abuse of this access is considered a violation of FERPA. Under no circumstances is protected student data to be shared or discussed with individuals who do not have a documented legitimate educational interest in the student data being accessed.
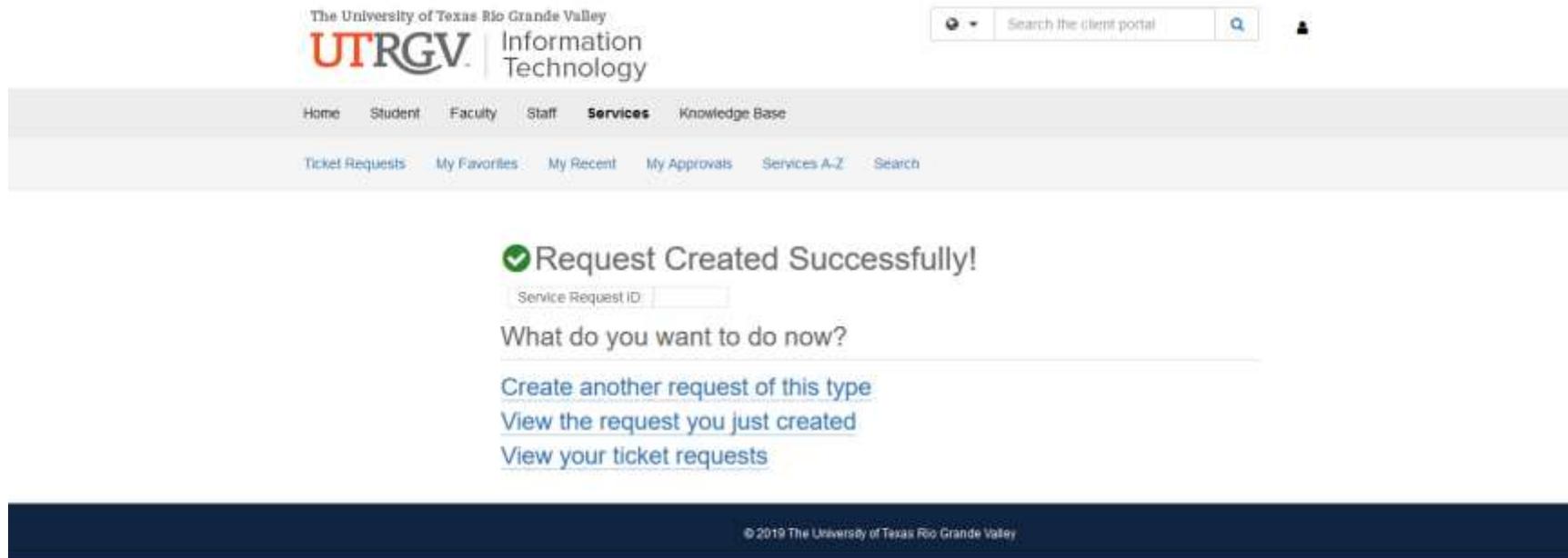
EULA Agreement

EULA Agreement approval is now via EMAIL

[**Request**]

Are you a new investigator that needs access to Tick@lab?

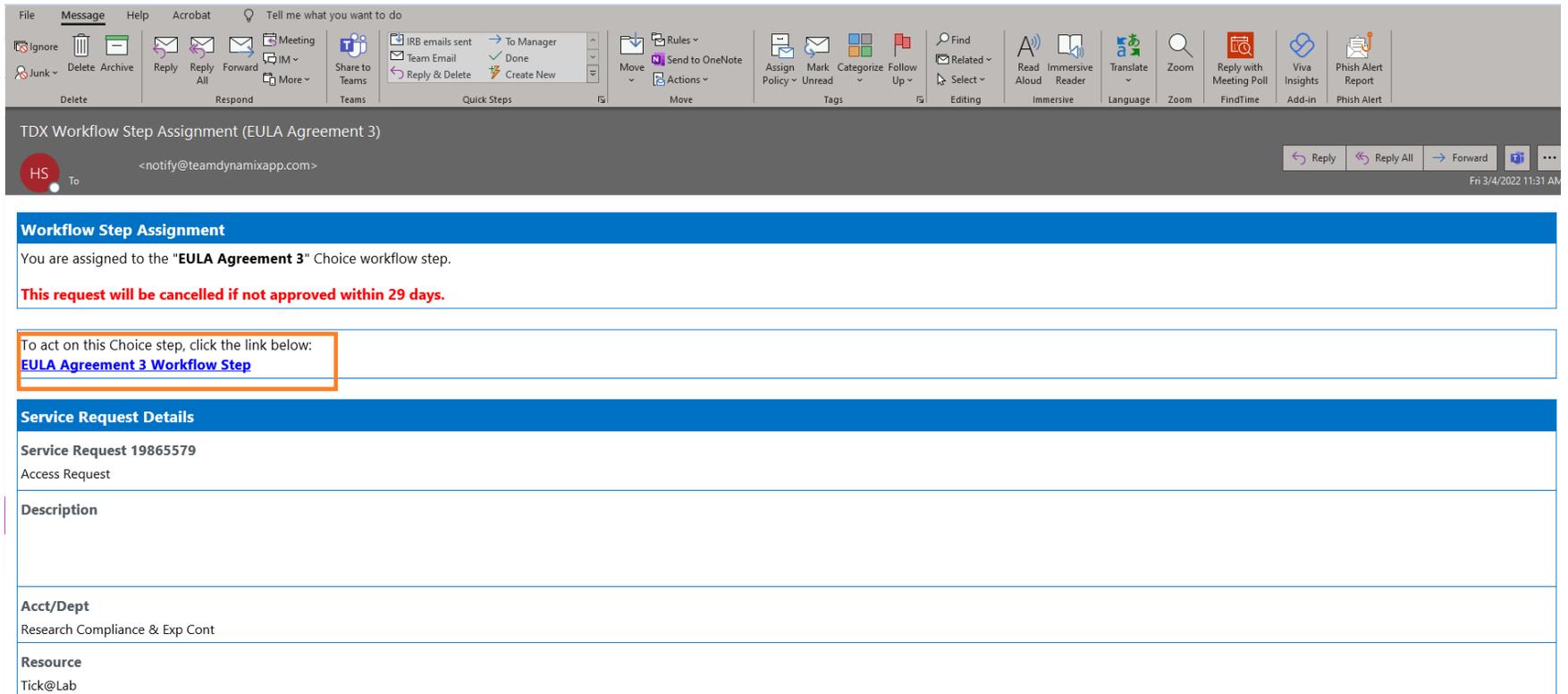6. You will receive immediate confirmation of submission on the screen, as shown below.

7. Two separate emails will be will be generated and sent to you from TeamDynamix.
   - email confirmation on your ticket request
   - email for the EULA agreement

Are you a new investigator that needs access to Tick@lab?

8. Email from TDX Workflow: click on the link **EULA Agreement 3 Workflow Step,** as shown below.

a. On the email click on the blue link that states: EULA Agreement 3 Workflow Step.
b. Read the EULA Agreement
c. Mark 'Yes' for acceptance of the privacy policy
d. Click ' Save' in blue to submit.

Note: Once you have completed the EULA Agreement your supervisor will get an email notification to grant permission. Once your supervisor approves the request for access, it will be submitted to the Office of Research Compliance for further verification and approval. Lastly, after the Office of Research Compliance approves the request, it will be submitted to the designated Information Technology (IT) group for creation of your account on Tick@Lab. You will receive an email from them once the account is ready for use.