

### Submitting your Access Request for Tick@Lab

1. Log in to <https://my.utrgv.edu/home>
2. Select the Service Now icon
3. Select Get Access
4. Please indicate who the request is for, either self or on behalf of someone else
5. If on behalf of someone else, please indicate their name in the box below. An automatic search will occur as you are typing. Select the correct person.
6. For Category: Indicate 'Departmental'
7. For Resource: Indicate 'Tick@Lab'
8. For Applicable Role choose or type one of the following: Faculty-IACUC Investigator, Faculty-IRB Investigator, Student-In Life Staff, or Student-IRB Investigator
9. For Description: If you are a student, please indicate who your faculty advisor is for the research you will be conducting.
10. Click on 'Order Now' in blue
11. An email will be generated and sent to you from UTRGV Service Desk

### Process



The process normally takes between **1-3 business days**. For student users, the advisor may submit the request on their behalf. However, one request must be submitted per user. **We will not accept one request for multiple users.**