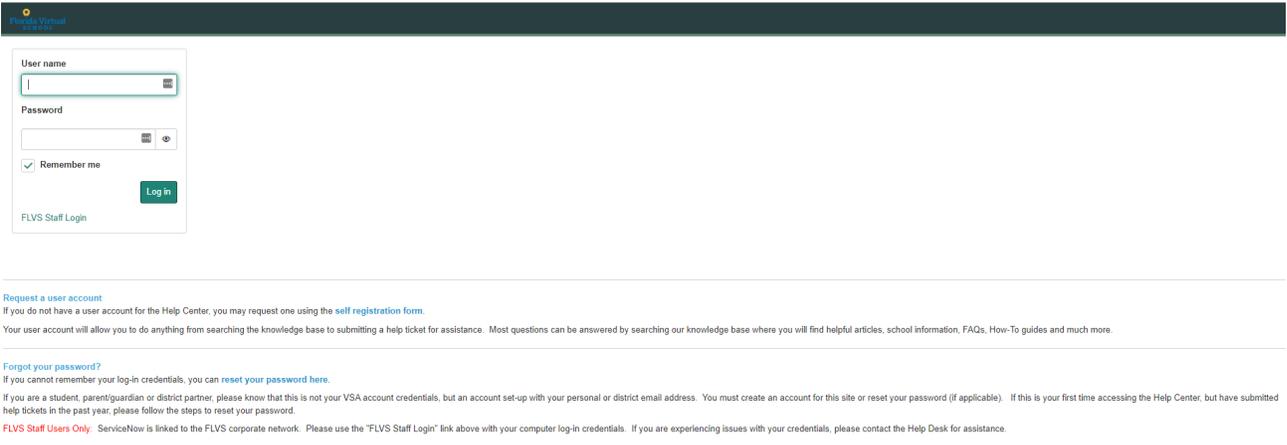
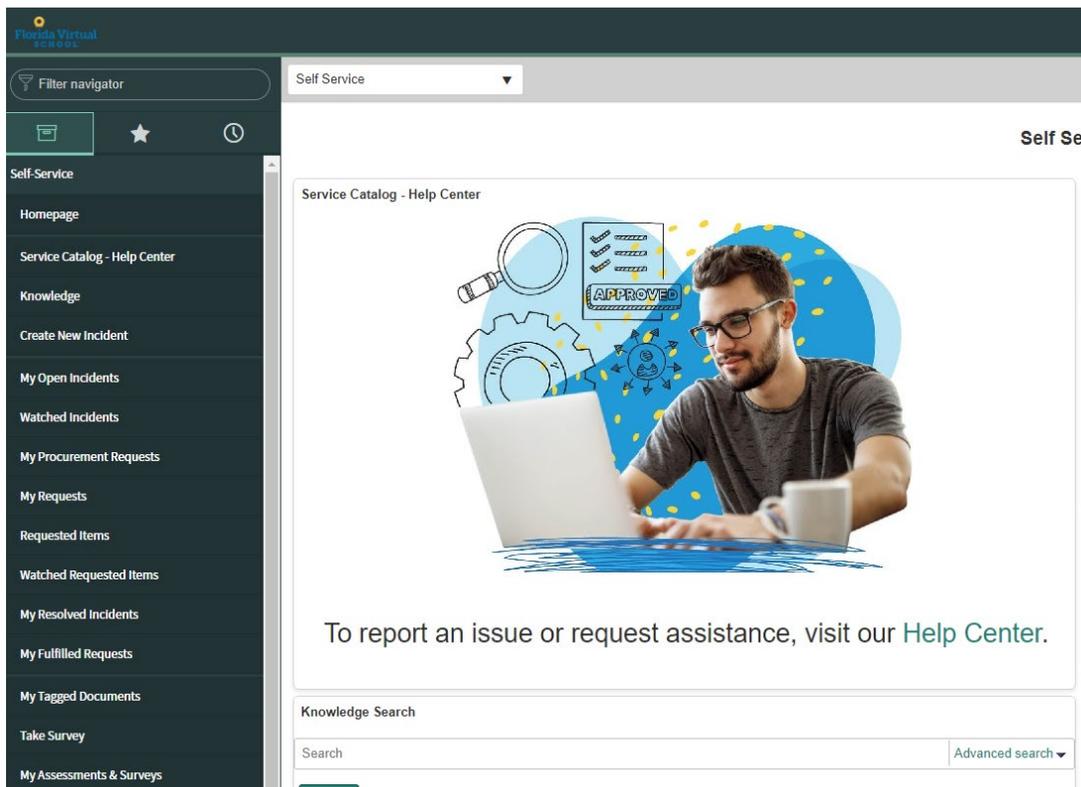


# Instructions for Submitting Your Completed Research Request Proposal

1. Open your browser (Mozilla Firefox or Google Chrome preferred).
2. Sign into the FLVS Help Center at: <https://flvsprd.service-now.com/>
3. If necessary, request a user account using the self-registration form: [https://flvsprd.service-now.com/user\\_registration\\_request.do?sys\\_id=-1&sysparm\\_view=ess](https://flvsprd.service-now.com/user_registration_request.do?sys_id=-1&sysparm_view=ess)



4. After logging in, click on Create New Incident on the left side of the page.



**5. Select External Research Proposal from the Category drop-down menu.**

\* Please select the appropriate Category for this incident. ?

For example, if you are experiencing an issue with a specific application or FLVS software (i.e. Educator), you would select "Software". ✖

External Research Proposal ▼

**6. Select the correct option from the Subcategory drop-down menu and include a short and long description.**

\* Please select the appropriate Subcategory for this incident. ?

For example, if you are experiencing an issue with Educator, you would select "Educator" (after selecting "Software"). ✖

University or College ▼

\* Please provide a short description for this incident. ?

\* Please describe in detail the reason for this incident. ?

**7. Attach a copy of the notarized form using the Add Attachments button.**



Add attachments

**8. Click Submit**

Submit