

How to make and org or fund access request on the ITS Service Portal

1. On the ITS Service Portal, click “Request a service.” You may need to login to the portal to see this option.

≡ **SWARTHMORE** ITS Service Portal 📞 Ext. 4357 or (610) 328-8513

Hi, how can we help you?

🔍 Search for solutions, services and tickets


Announcements

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Scheduled Server Maintenance 10/15/24


Posted by Rhoni Ryan, an hour ago

[View all](#)




Browse help articles

Look up policies or read FAQs to fix issues on your own




Report an issue

Having trouble? Contact the support team



Request a service

Browse the list of services offered and raise a request




Approve requests

View all requests awaiting your approval

2. Click “Budget and Account Requests.”

Home > Service Catalog




Service Catalog


Browse the list of services offered and raise a request


All Service Items >


- Accounts and Access
- Administration and Business
- Communications and Collaboration
- Computing Devices and Software
- Consultation and Training
- Network, Servers and Storage
- New employee set-up
- Teaching, Learning, and Research
- Agent Only
- Payroll Services
- Reimbursements and Advances
- Budget and Account Requests**


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3. Click "Org-Fund Access Request."

Home > Service Catalog



Service Catalog

Browse the list of services offered and raise a request

All Service Items

Accounts and Access

Administration and Business

Communications and Collaboration

Computing Devices and Software

BUDGET AND ACCOUNT REQUESTS



New Financial Manager
Access for New Financial Manager



Org-Fund Access...
Purchase-View Funds-Orgs

Org-Fund Access Request
Purchase-View Funds-Orgs

4. Fill out the form and hit Submit. An email will be sent to the financial manager for approval before processing.

Home > Request New Service > Budget and Account Requests



Org-Fund Access Request

Purchase-View Funds-Orgs

[Read more](#)

Name of person needing access *

FN, LN

Swarthmore username *

Department *

Name of Departmental Financial Manager *

Email address for Departmental Financial Manager *

Term of Access *

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Type of Access *