1. Go to myit.creighton.edu, and select “I Need Something.”

2. Click on COVID-19 Campus Access Request.
3. Fill out the questionnaire.

4. Type in the name of your supervisor or department chair, select from the list presented and click OK.

5. Your supervisor or department chair will receive an email. *(Supervisors and department chairs, you will need to click on the blue button in the email to access a service apps screen.)*
6. Supervisors and department chairs can accept or reject the request. Approved requests must be sent on to the appropriate VP or dean; a listing is available in a drop-down menu.

7. The VP or dean will receive an email, requiring the same steps. If they approve, they must send the request on to Creighton’s Critical Incident Response Team (CIRT). CIRT will respond to requests in 3 to 5 business days.

8. After all approvals are met, an email will be sent to Card Services to allow access, and a confirmation email will be sent to the person requesting access, their
supervisor/department chair, Human Resources, Public Safety and the approving VP or dean.