

How to Submit an IVS Access Research Request

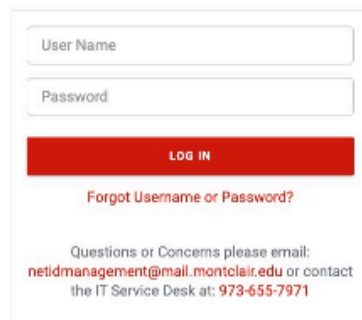
Description: This document is an overview of how to request access for members of a Research lab. Note: The Primary Investigator of the lab must put in the request directly. A graduate student or any other student is not eligible for putting in requests.

1

[Navigate to the page below:

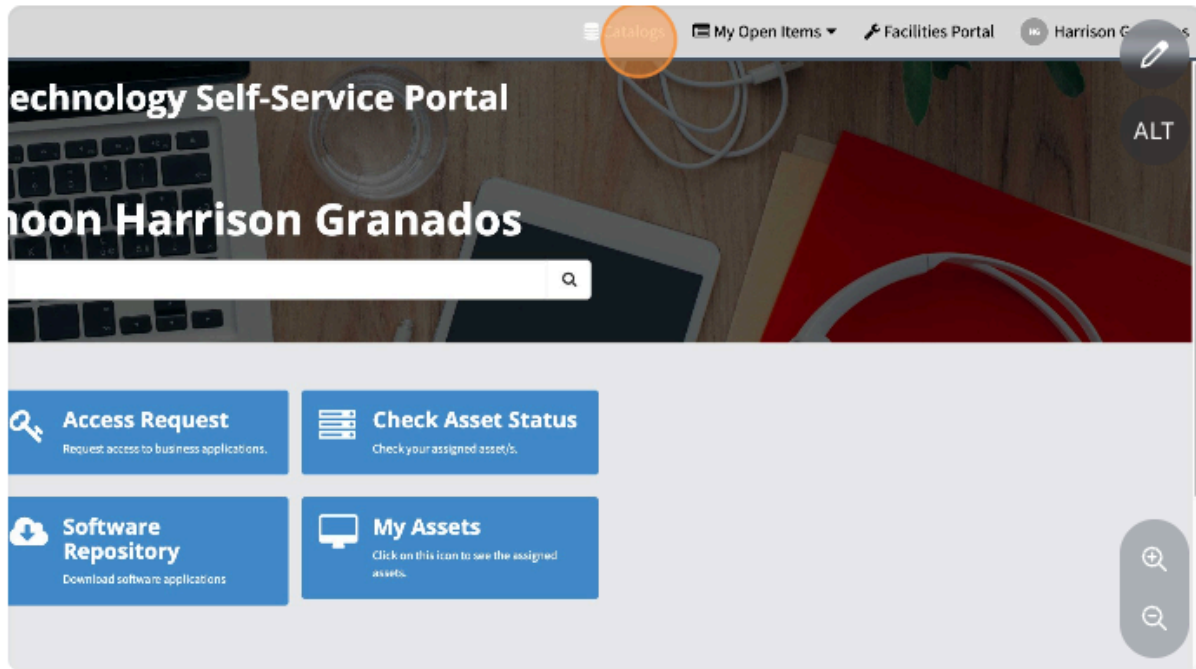
montclair.service-now.com/ditportal

You will be prompted to enter your netID and Password (This will be the same password that you use for all of your MSU services such as Gmail, Canvas, Workday, etc).

A screenshot of a login portal interface. It features two input fields: 'User Name' and 'Password'. Below these fields is a red 'LOG IN' button. Under the button is a link that says 'Forgot Username or Password?'. At the bottom of the form, there is contact information: 'Questions or Concerns please email: netidmanagement@mail.montclair.edu or contact the IT Service Desk at: 973-655-7971'. The entire form is centered within a larger white box that has a light gray border and rounded corners. To the right of the form, there are two circular icons: a pencil icon and a button labeled 'ALT'. At the bottom right of the white box, there are two circular icons: a plus sign and a minus sign.

2

Click "Catalogs"



3

Click "Applications"

The screenshot displays the LAIR Service Catalog interface. At the top left is the LAIR UNIVERSITY logo. A breadcrumb trail shows 'Home > DIT Service Catalog'. In the top right corner, there is a search bar with a magnifying glass icon and a button labeled 'ALT'. On the left, a 'Categories' sidebar lists several options: 'Applications' (highlighted with an orange circle and a blue '4' badge), 'Equipment Information' (with a blue '1' badge), 'Hardware Requests' (with a blue '2' badge), 'Information Security' (with a blue '3' badge), 'ITDS Requests' (with a blue '4' badge), and 'Support Scheduling' (with a blue '5' badge). The main content area is titled 'Popular Items' and contains six service cards arranged in a 3x2 grid. Each card has a title, a brief description, and a 'View Details' button. The cards are: 'Submit an Incident' (submit an incident), 'Request for Access' (request access to applications, tools or databases), 'Department Purchased A...' (add department purchased asset to ServiceNow), 'Check Equipment Status' (use this request to check the status of your equipment), 'Clinical Services Release ...' (center for clinical services video release request), and 'Knowledge Article Request' (create or modify an article). In the bottom right corner, there are two circular buttons with plus and minus signs.

LAIR
UNIVERSITY

Home > DIT Service Catalog

Search

ALT

Categories

- Applications 4
- Equipment Information 1
- Hardware Requests 2
- Information Security 3
- ITDS Requests 4
- Support Scheduling 5

Popular Items

Submit an Incident
Submit an Incident
View Details

Request for Access
Request access to applications, tools or databases.
View Details

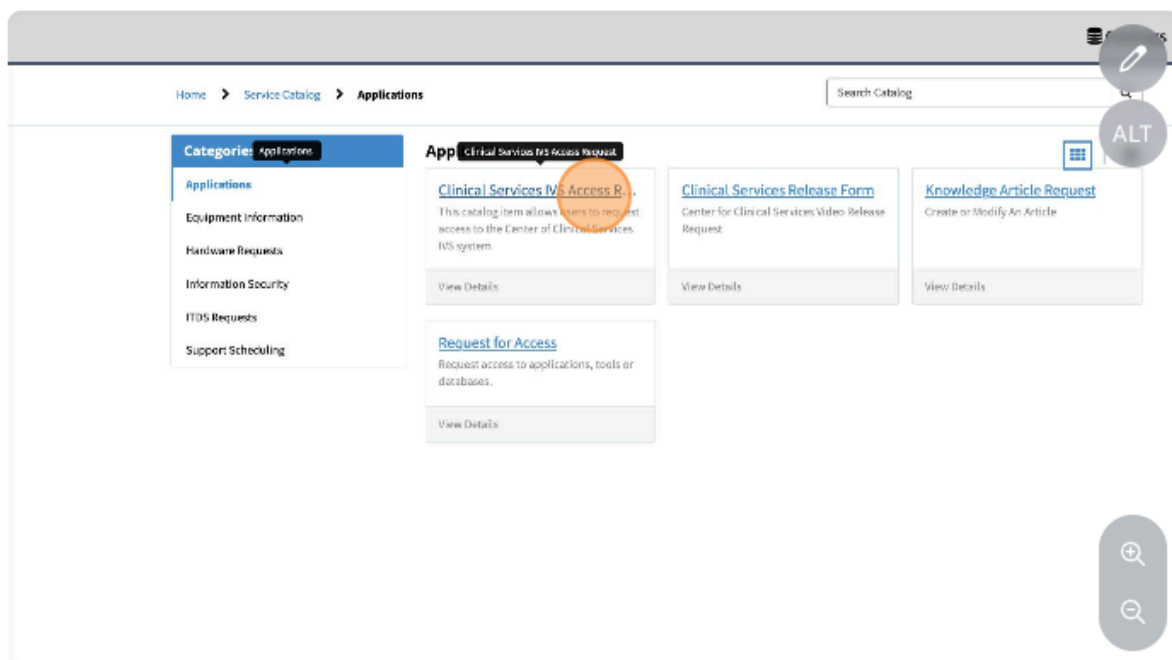
Department Purchased A...
Add department purchased asset to ServiceNow.
View Details

Check Equipment Status
Use this request to check the status of your equipment.
View Details

Clinical Services Release ...
Center for Clinical Services Video Release Request
View Details

Knowledge Article Request
Create or Modify An Article
View Details

4 Click "Clinical Services IVS Access Request"



5 Click "Research"

TCUCLAIR UNIVERSITY

Home > Service Catalog > Applications > Clinical Services IVS Access Request

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system.

* Indicates required

* Is Your Request For A Class (Academic), Research Or Clinical

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

Clinical And Academic NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_8.3.24.pdf

Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_R_4.4.26.pdf

* Add attachment

6

Enter the name of the Research student you are requesting access for in this example we have used "Harrison Granados"

Home > Service Catalog > Applications > Clinical Services IVS Access Request

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system

* Indicates required

* Is Your Request For A Class (Academic), Research Or Clinical?

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access:

Harrison Granados

* Which research lab is this request for?

None

* What Date Will They Begin Work In Your Lab

MM/DD/YYYY

* What Date Will They End Work In Your Lab

MM/DD/YYYY

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user

Research NDA Form Link

https://www.mantolair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

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If you have more than one student to add select this button to add additional users:

Catalogs My Open Items Facilities

Catalog > Applications > Clinical Services IVS Access Request

Search Catalog

Services IVS Access Request

Allows users to request access to the Center of Clinical Services IVS system

id

or A Class (Academic), Research Or Clinical

☒ Research ☐ Clinical

Who will need access

on

What is this request for?

They Begin Work In Your Lab

What Date Will They End Work In Your Lab

MM/DD/YYYY

2nd copy of the NDA form(s). A separate NDA form should be submitted for each user

Link

https://ccsivc.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-

Submit

Required Information

Which research lab is this request for?

What Date Will They Begin Work In Your Lab?

What Date Will They End Work In Your Lab?

Request for multiple users

ALT

+

-

8

You can add as many students as you need here. In this example we are using the user 'Okeefe Virgo' as an example

Clinical Services IVS Access Request

This catalog item allows users to request access to the Center of Clinical Services IVS system

* Indicates required

* Is Your Request For A Class /Academic/, Research Or Clinical

☐ Academic ☒ Research ☐ Clinical

* Select the user(s) who will need access

Ashley Alban

Also request for

Okeefe Virgo

Okeefe Virgo virgoe1@mail.montclair.edu

Okeefe Virgo virgoe@mail.montclair.edu

* What Date Will They Begin Work In Your Lab

MM/DD/YYYY

* What Date Will They End Work In Your Lab

MM/DD/YYYY

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user

Research NDA Form Link

https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Form_4.4.25.pdf

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Select the Research Lab that the request is for:

*** Indicates required**

*** Is Your Request For A Class (Academic), Research Or Clinical?**

☐ Academic ☒ Research ☐ Clinical

*** Select the user(s) who will need access**

Also request for

*** Which research lab is this request for?**

Autism and Neurodevelopment Lab (Dr. Erin Kang)

Cognitive and Language Development Lab (Dr. Laura Lakusta)

Cognition and Leadership Development Lab (Dr. Lakusta and Dr. Ringger)

Spatial Development Lab (Dr. Jennifer Yang)

The Talking Lab (Dr. Jason Dickinson and Dr. Nicole Lytle)

Wayfinding Lab (Dr. Jennifer Yang and Dr. Laura Lakusta)

[4.4.25.pdf](#)

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- 10 Select the group that you would like all the users to go in. If you have users that need to go into different groups. You must do that request separately.

Ashley Wilson

Also request for
X Claudia Virgo

Which research lab is this request for?
Autism and Neurodevelopment Lab (Dr. Erin Kang)

Which group do you need your users to have access to?
Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately.

-- None --
NO Research Faculty
NO Research Student
NO Research Student Manager

Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

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11 Select the Starting Dates and End Dates that the Student is expected to work with the Lab.

Ashley Wilson

Also request for
Charles Virgo

Which research lab is this request for?
Autism and Neurodevelopment Lab (Dr. Erin Kang)

Which group do you need your users to have access to?
Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit these requests separately.
NO Research Student

What Date Will They Begin Work in Your Lab
MM/DD/YYYY

Will They End Work in Your Lab
MM/DD/YYYY

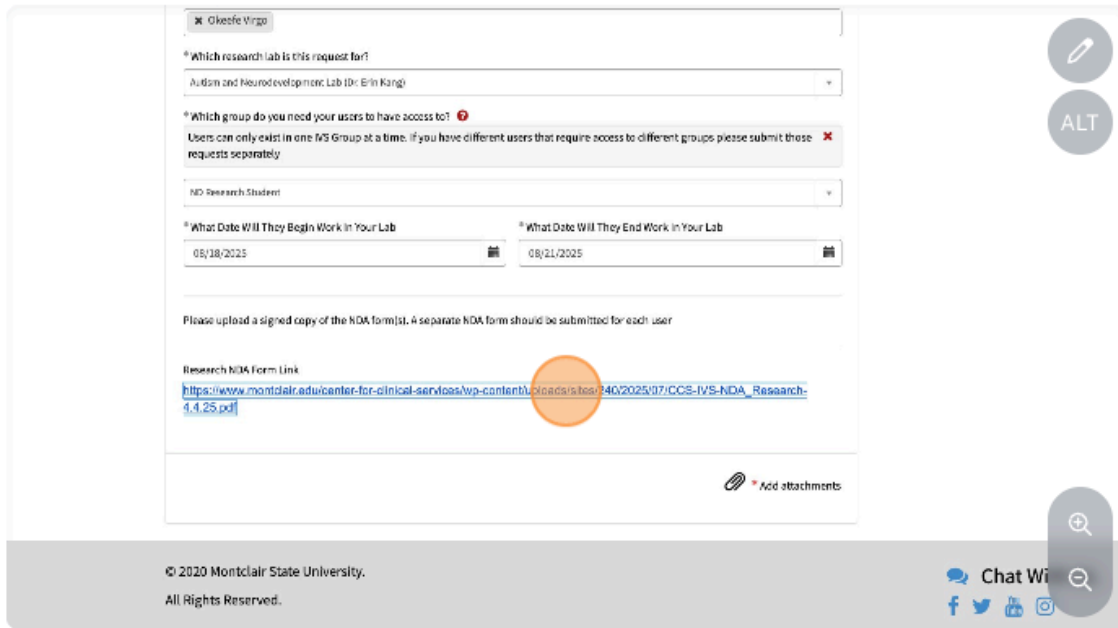
Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/24/02/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

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Right-click " and open in a new tab. You must have the NDA completed by all members being added. <https://www.montclair.edu/center-for-clinical-services/w...>



Okesfe Virgo

Which research lab is this request for?

Autism and Neurodevelopment Lab (Dr. Erin Kang)

Which group do you need your users to have access to?

Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately.

ND Research Student

What Date Will They Begin Work in Your Lab? 08/18/2025

What Date Will They End Work in Your Lab? 08/21/2025

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

Research NDA Form Link

https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

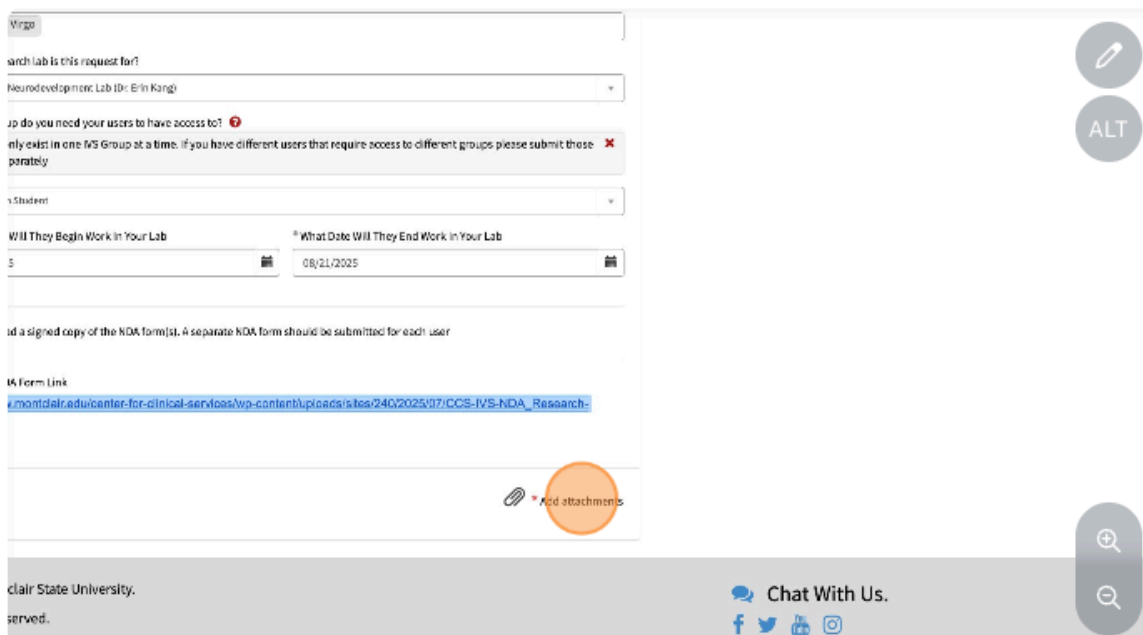
Add attachments

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Chat With Us

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Click "Add attachments" to add your NDAs.



Virgo

Which lab is this request for?

Neurodevelopment Lab (Dr. Erin Kang)

Which group do you need your users to have access to?

Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately.

Student

What Date Will They Begin Work in Your Lab? 8/18/2025

What Date Will They End Work in Your Lab? 08/21/2025

Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.

NDA Form Link

https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

Add attachments

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Chat With Us

- 14 Click "Choose a file" you can add as many attachments as you need so you can attach all NDAs for the request all at once.

The screenshot shows a web application interface for submitting an IVS Access Request. A modal window titled "Add attachments" is open in the center, displaying a large orange circle with the text "Choose a file" and a cloud icon with an upward arrow. Below the circle, it says "or drag it here" and "Upload files here". The background form is partially visible and includes the following fields:

- Home > Service Catalog > Application
- * Select the user(s) who will need access:
Aashley Allison
- Also request for:
X Okoro Virgo
- * Which research lab is this request for?
Autism and Neurodevelopmental Lab (Dr. Erin Kargo)
- * Which group do you need your users to have access to?
Users can only exist in one IVS Group at a time. If you have different users that require access to different groups please submit those requests separately.
- ND Research Student
- * What Date Will They Begin Work in Your Lab: 08/18/2025
- * What Date Will They End Work in Your Lab: 08/21/2025
- Please upload a signed copy of the NDA form(s). A separate NDA form should be submitted for each user.
- Research NDA Form Link
https://www.montclair.edu/center-for-clinical-services/wp-content/uploads/sites/240/2025/07/CCS-IVS-NDA_Research-4.4.25.pdf

On the right side of the interface, there is a "Submit" button and a search icon. At the bottom right, there are two circular icons: one with a plus sign and one with a magnifying glass.

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Click "Submit" to send the request for review. It will then be moved to the Senior Operations manager for review.

The screenshot shows a web application interface for submitting an IVS Access Request. The page has a light green header bar with a search icon and a 'Ha' label. Below the header, there is a navigation bar with 'Clinical Services IVS Access Request' and a 'Search Catalog' search bar. The main content area is titled 'IVS Access Request' and includes a sub-header 'Access to the Center of Clinical Services IVS system'. The form contains several input fields: a text field for 'Research Or Clinical', a dropdown for 'Group', a dropdown for 'Access to', a text field for 'Access to', a dropdown for 'Access to', and a date field for 'What Date Will They End Work in Your Lab'. A blue 'Submit' button is located on the right side of the form, highlighted with an orange circle. On the far right, there are three circular icons: a pencil, the text 'ALT', and a magnifying glass.



IVS Access Has Been Granted

Your request has been completed

For additional support, please contact Clinical Services at 973-655-3652 or email ccsitsupport@montclair.edu

MONTCLAIR
STATE UNIVERSITY

Center for Clinical Services

Ref:MSG9391230

For any support with this form please email ccsitsupport@montclair.edu directly.