**How to Submit an Emory University ServiceNow Ticket**

**for OnCore Related Request**

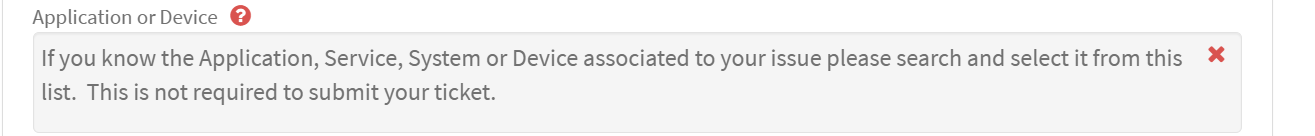
1. Go to <https://help.emory.edu>
2. Log in to the Emory SSO (if necessary)
3. Click on the ‘Request Something’ link  
   A close-up of a white background

   AI-generated content may be incorrect.
4. Click on ‘Report an IT Incident’ to complete the questions outlined in the request form.

A screenshot of a computer error

AI-generated content may be incorrect.

1. Please indicate in the question noted below that you have an OnCore related request by selecting one of these three options:
   1. OnCore – General: For all general requests
   2. OnCore – Non-Oncology: For request regarding non-oncology studies
   3. OnCore – Oncology: For request regarding oncology studies



1. Click ‘Submit’ when you have completed the request form.

A screenshot of a computer

AI-generated content may be incorrect.