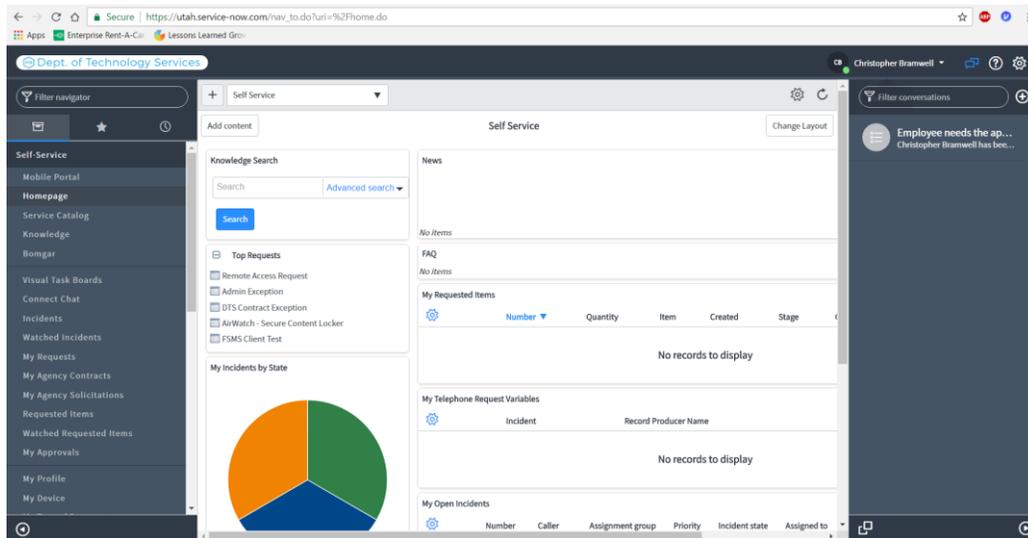


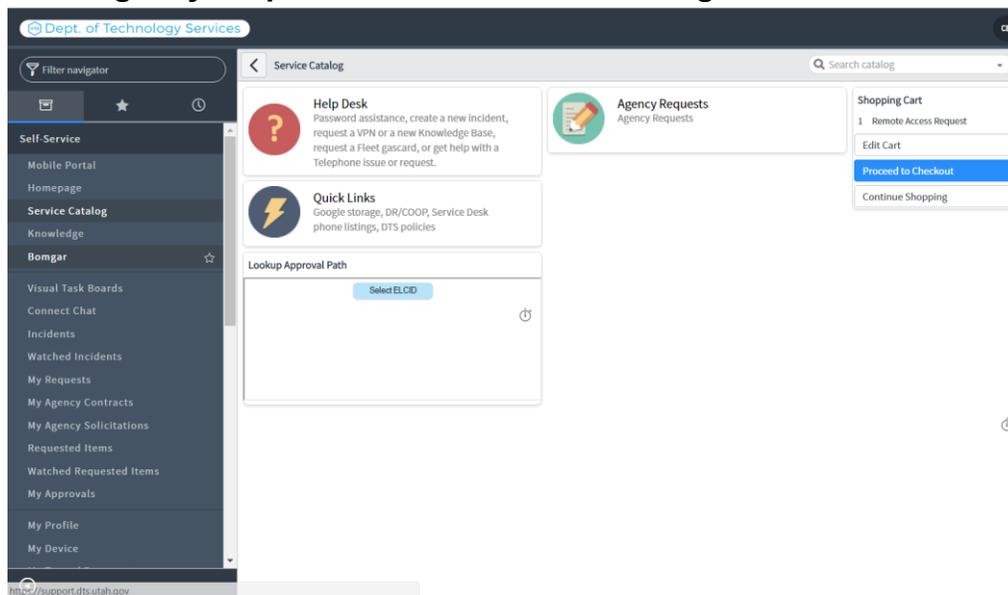
Administrative Rights Request Process

Follow these steps to request an exemption to have administrative rights granted for your State computer.

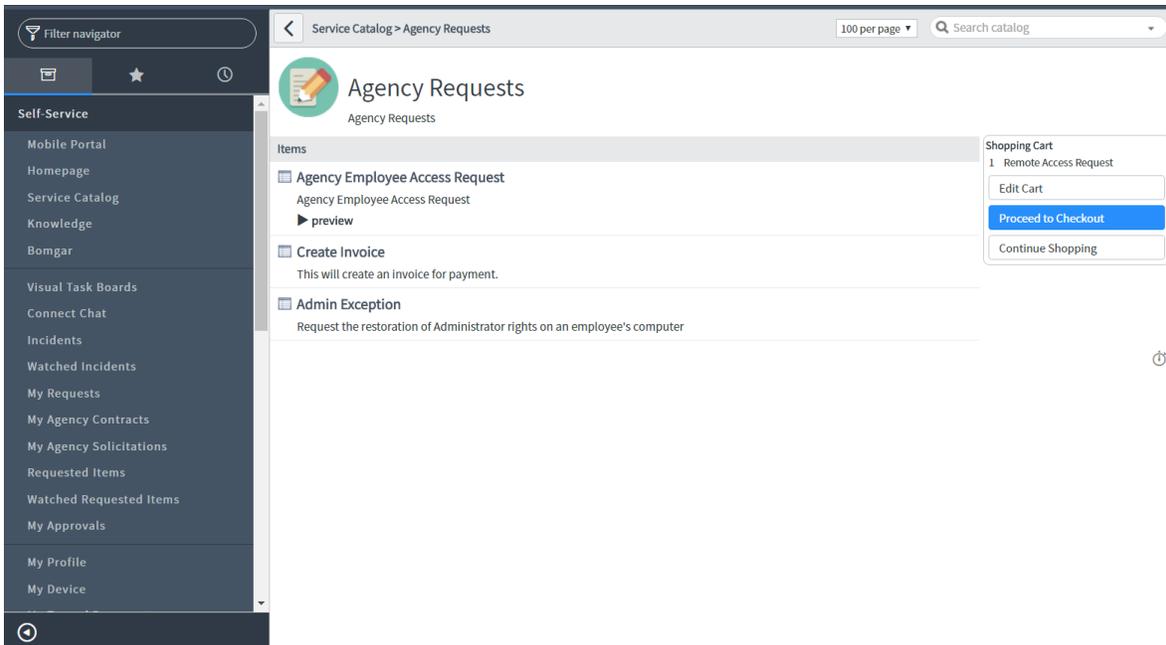
1. Visit <https://utah.service-now.com> and login using your AD credentials (same credentials you use to login to your computer).
2. Click on the “Service Catalog” button in the Self Service section in the left side menu.



3. Click “Agency Requests” in the Service Catalog.



4. Click “Admin Exception”.



5. Fill in all required fields and then click the blue “Proceed to Checkout” button on the right side.

