DALHOUSIE UNIVERSITY

How to Submit A Data Request

Registrar's Office

Last Updated: October 2019

Purpose:

The purpose of this document is to provide instructions for submitting a Data Request using the RO Service Request system.

Assumptions:

- Request submitters have a Dal Netid and Netid Password.

Instructions:

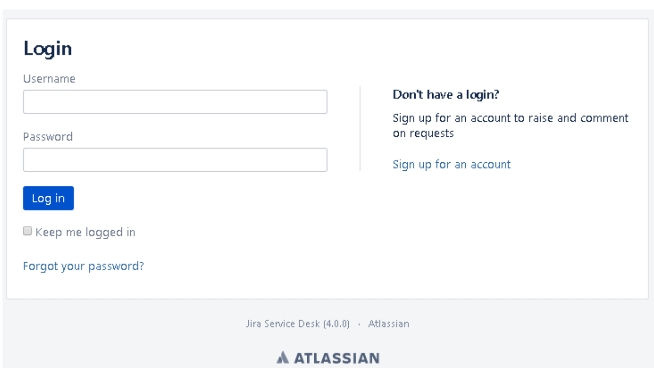
Please follow the instructions below to submit a Data Request to the Registrar's Office Student Information and Systems Team.

1. **Navigate to the Faculty & Staff section on dal.ca.**

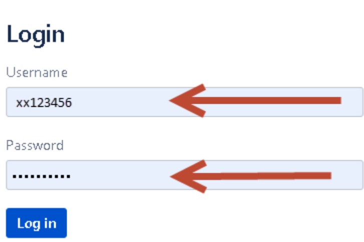
2. **Open the Registrar's Office section.**

Click on the **RO Service Requests** link.

You will be redirected to the RO Service Request system and the Login page will display.

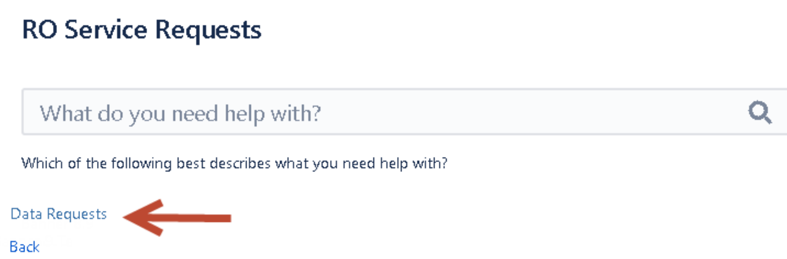


3. **Log in to the RO Service Request system.** Enter your NetID in the Username field. Enter your NetID Password in the Password field. Click Log In.

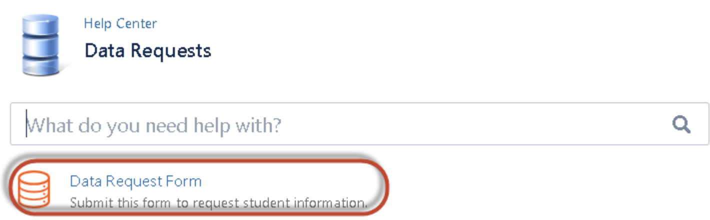


4. **Select Data Requests from the RO Service Requests List.**

Click on "Browse all" if you do not see Data Requests on the list.



5. **Click on the Data Request Form link on the Data Request page.**



The Data Request form will display.

6. **Enter Data Request Details**

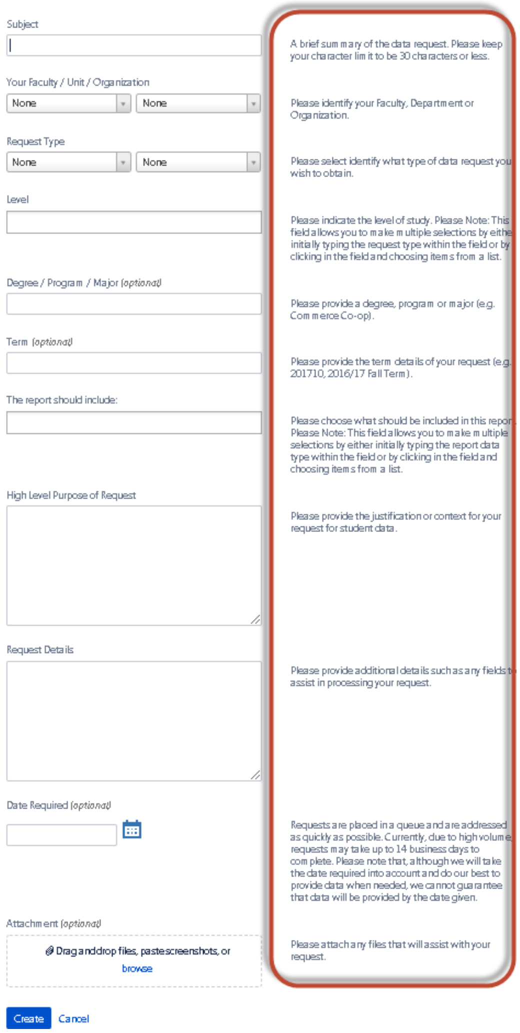
- Your name should display in the "Raise this request on behalf of" field.

If you are submitting this request on behalf of someone else, please enter their name in the field. As you begin to type, possible matches will display.

Select the name that you wish to put the request in for.

7. **Completing the Data Request Form**

There are helpful hints beside each of the remaining fields to help you complete the form. Please provide as much detail as possible in the Request Details section.

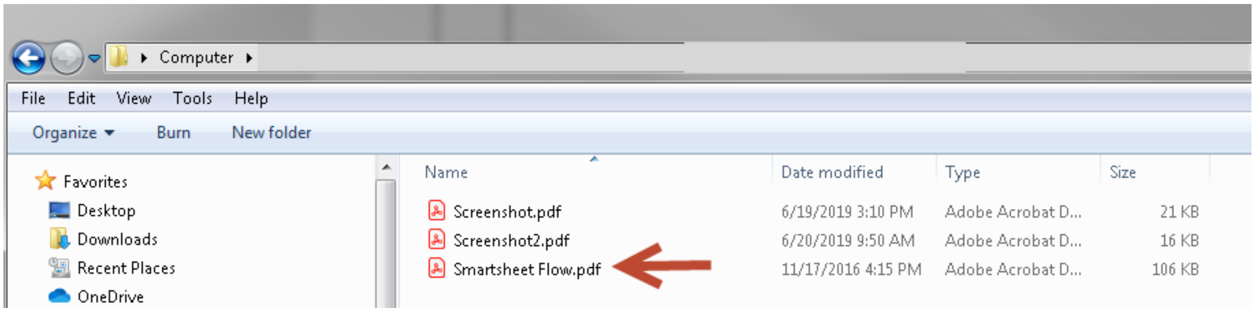


8. **Adding Attachments**

An Attachments section is available to add additional information that may be useful to completing your request.

- Click “browse”. This will open Windows Explorer.

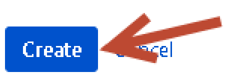
- Navigate to the folder and select the file to be uploaded to the request and click Open.



The file will be uploaded to the request.

9. Submitting the Request

- Click “Create” to submit the Data Request.



Your request has been submitted to the Student Information and Systems Team.