GUIDE TO THE REQUEST TRACKING SYSTEM FOR PROGRAMS

There are 2 ways of accessing the Request Tracking System

1. Go to the Grad Office Website at graduate.iupui.edu.
   a. Click on “Faculty and Staff Resources”.

OR

2. Go to One.IU, search for Request Tracking System. Click the ❤ to add to your favorites.
3. Click Logon and it will automatically use your IU credentials

4. From the choices on the left side click Send New Request.
5. Fill in the required information (including the UID) and click **Submit**.

6. There are several options for you to manage your request (via **View Your Requests**) once it is submitted.

   - **View Details**
   - **Attachments**
   - **Email**

   Review the details & status of your request

   Attach necessary documentation

   Contact the Graduate Office regarding your request

7. You will receive an email notification once your request has been closed.