<https://svcnowprod.service-now.com/evg_sp/>



1. Click on Show Menu
2. Click on I need something to open the service catalog.



Search within the service catalog to narrow down your choices for Epic:



1. Pick the most appropriate request or look for the Epic General request if you aren’t sure which one should be used:



1. Fill out required information.



1. Requested for – This is your name
2. Preferred Contact number – This is your phone #
3. Location -Type in Banner University Medical Center Tucson of Banner University Medical Center South
4. Need by: Enter the date you need your request completed by.
5. Brief Description – Type in Research Monitor request for X monitor, please forward to Beacon Team, need completed by X date.

Scroll all the way down leave all the other questions as is

1. Add Attachment – Attach the list of patients that the monitor needs access to.
2. Click on Submit

