

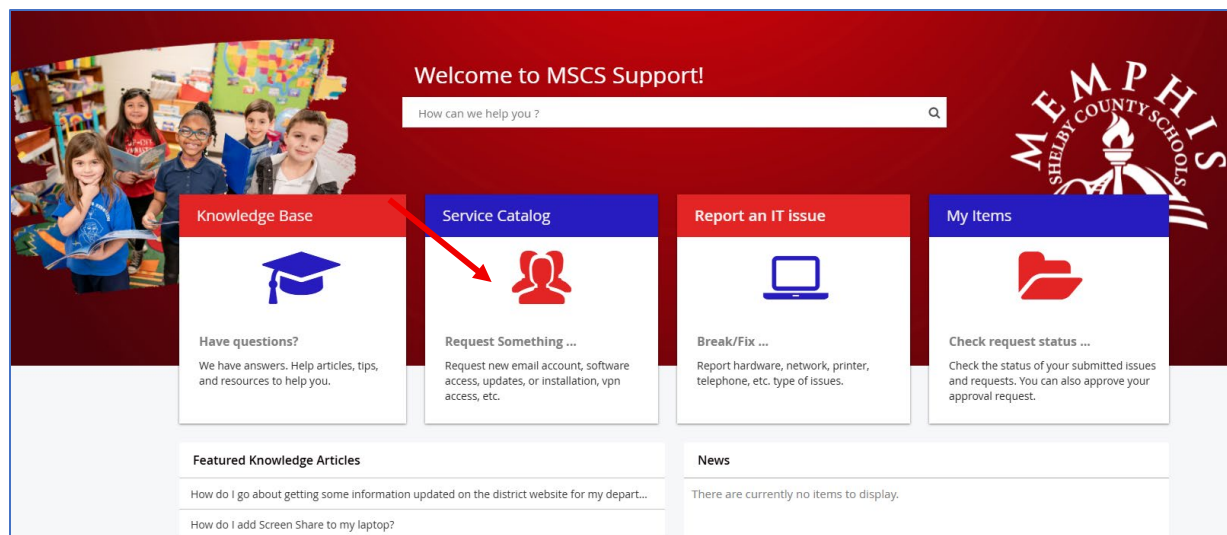
# How to Create a Request in the Ivanti Neurons Self-Service Catalog

## Access Ivanti Neurons

- Navigate to: [Ivanti Neurons Self-Service](https://mscs-support.scsk12.org) – mscs-support.scsk12.org

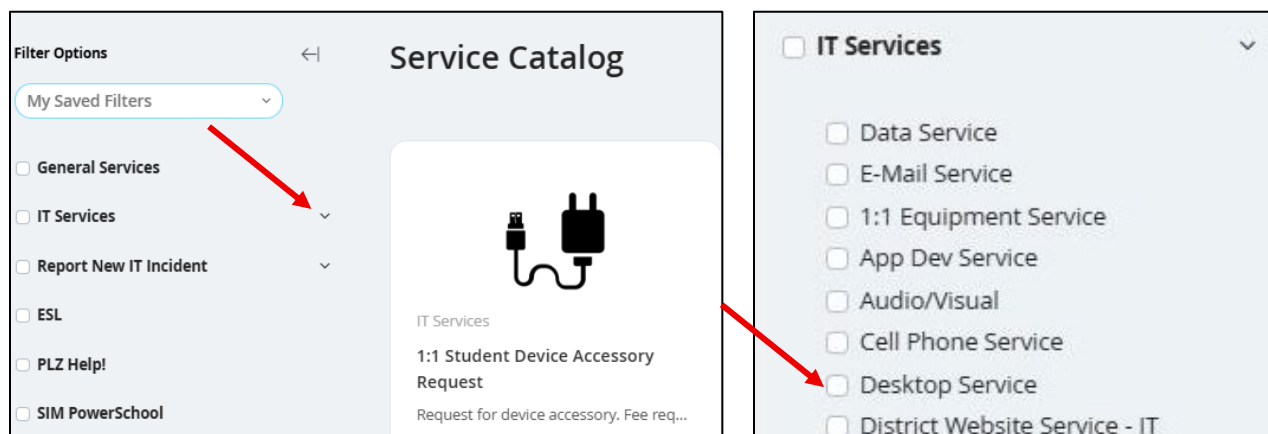
## Login

- **Select Azure SSO (Single Sign On)**
- **Select Service Catalog** - the Service Catalog contains a centralized list of Services offered by different departments in the MSCS school district.



## Create Your Request

- **Select Down Arrow Next to Service/Dept** - list will expand to allow you to select the specific service.



- **Select Request Name** - Select the request that best describes the Service needed.
- **Complete Request Form** - Fill in necessary information in the fields of the form.
- **Add Attachments** - If documentation is needed or required, select upload file and attach document(s).
- **Select Review & Submit** - Review form to ensure information is correct. If the information is correct, select Submit. If the information is incomplete, select Save for Later to submit in a Draft format which allows you to return and update later.

**Have Questions? Contact the IT Service Desk 416-2700 opt 5**