Please submit all **completed/proofread/approved** requests to the Service Desk portal or email them to itservicedesk@ascb.org. You may check basic information (such as open/close date, member types, application numbers, and submitted applications) of all initiatives by logging in to the configuration page <https://my.ascb.org/initiatives/#/configure>.

**If cloning/copying, enter the number of the previous application:** Click here to enter text.

**Enter the type of document uploads needed (ignore if N/A or already included in a cloned application:** Click here to enter text.

**\*Initiative title:** Click here to enter text.

**\*Notification Email:** Click here to enter text.

**\*Initiative Category:**

|  |  |
| --- | --- |
| [ ]  Arts & Photography | [ ]  Education & Mentorship |
| [ ]  Professional Development | [ ]  Travel Awards |

**\*Application Dates: (Make sure open/close dates are within the same year)**

|  |  |
| --- | --- |
| \*Initiative Open Date: Click here to enter a date. | \*Initiative Close Date: Click here to enter a date. |

**\*Requirements:**

|  |  |
| --- | --- |
| [ ]  Requires Abstract | [ ]  Requires Meeting Registration |

**\*Member Types:**

|  |
| --- |
| [ ]  Anyone |
| [ ]  Educator (tc) |
| [ ]  Educator Applicant 17 (atc17) |
| [ ]  Emeritus (e) |
| [ ]  Postdoc (p) |
| [ ]  Postdoc Applicant 17 (ap17) |
| [ ]  Regular (r) |
| [ ]  Regular Applicant 17 (ar17) |
| [ ]  Student *-Grad* (s) |
| [ ]  Student *–Grad* Applicant (as17) |
| [ ]  Undergrad (un) |
| [ ]  Undergrad Applicant (aun17) |
| [ ]  Other: Click here to enter text. |
| [ ]  Other: Click here to enter text. |

**\*Attach a separate word document of the required fields, confirmations, etc. unless cloning with no additional updates.**

**Additional Directions**

\*\*\***You are responsible for your own initiative applications.** If applicants are having trouble accessing the page, this can usually be corrected by all staff members via the configuration page. Please follow the 4 basic steps below before submitting a ticket. If these steps are not successful, you may submit a ticket by **including the iMIS ID of the applicant**.

Requests such as not being able to submit once filling out the form, updates to the landing page/confirmations, and not being able to export a spreadsheet **are** IT related requests. You may then submit a ticket without going through the steps below.

**Steps to take for users who are unable to access the page**

1.) Verify the customer’s member type in iMIS (they may not be the member type they think they are). If this is the case, refer them to membership to correct the problem or explain to them that the application is only available for certain member types if they simply do not qualify.

2.) If they are the correct member type in iMIS and qualify to submit an application, log in to the following url <https://my.ascb.org/initiatives/#/configure>, select the appropriate initiative, and verify that you have requested the correct member types. If their member type is missing, from the field, add it and **press update at the bottom of the page** and they should be able to access it.

3.) Verify that you have requested the correct open/ close dates. If the open and close dates are not within the range of the current date/ or date the person sent an inquiry, simply update it to the appropriate date and the user should have access.

4.) Verify that the user is able to log in by looking up their username and password in iMIS and log in as them. If you are able to log in as them, the applicant may try logging in again.

**How to save a PDF view**

In order to speed up the process for future initiatives that require cloning with minor updates, simply save or screenshot your request while testing the application or select File 🡪 print 🡪 next to “destination” select the PDF option🡪 save OR you may have to hit print (this will not physically print the page if you selected PDF as your printer and a save as prompt will appear). Save it in a memorable/accessible place. Be sure to use one of these methods to save confirmations as well. The PDF option is convenient if you need to submit it to someone for review who is not listed as staff in iMIS.

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**\*If any edits not pertaining to functionality are needed after the original request is complete, please open a new ticket containing a word document with the changes highlighted or scan and upload your handwritten notes to the portal. In order to keep everything in the ticketing system, please DO NOT drop off paper copies.**