Instructions to create a ticket in <u>Service Now</u> using the *Report an Issue* link.

1. Use the link to log in to uta.service-now.com/selfservice
2. Click Report an Issue
3. Input 'Canvas' in the Affected Service field
4. Complete the form with as much detail as possible
5. Click Submit

Using **Canvas** as the **affected service** will ensure the ticket is routed to the correct team and minimize your wait time.