**Requesting Access to KC Award Viewer**

A user’s supervisor or representative is required to request access to the KC Award Viewer for the user.

Access can be requested at: <https://iastate.service-now.com/it>

Request Procedures:

1. Start with the Login.



1. Use the Search bar – search for: “kc award viewer”





1. Select Add/Remove Access to Sponsored Programs Administration



1. Complete the Add/Remove Access to Sponsored Programs Administration form

 



1. Click **Order Now** in the top right of the page to submit your request.



Note the required information for the request