**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.

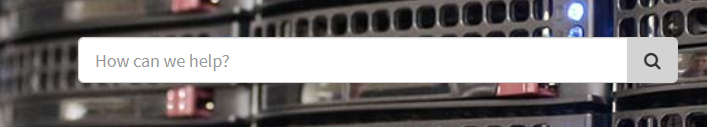
Access can be requested at: <https://iastate.service-now.com/it>

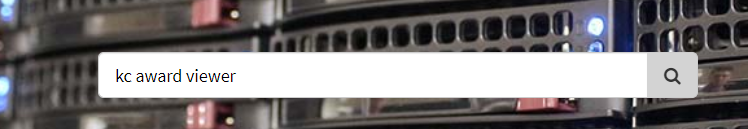
Request Procedures:

1. Start with the Login.

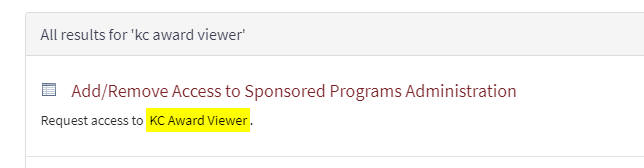


1. Use the Search bar – search for: “kc award viewer”

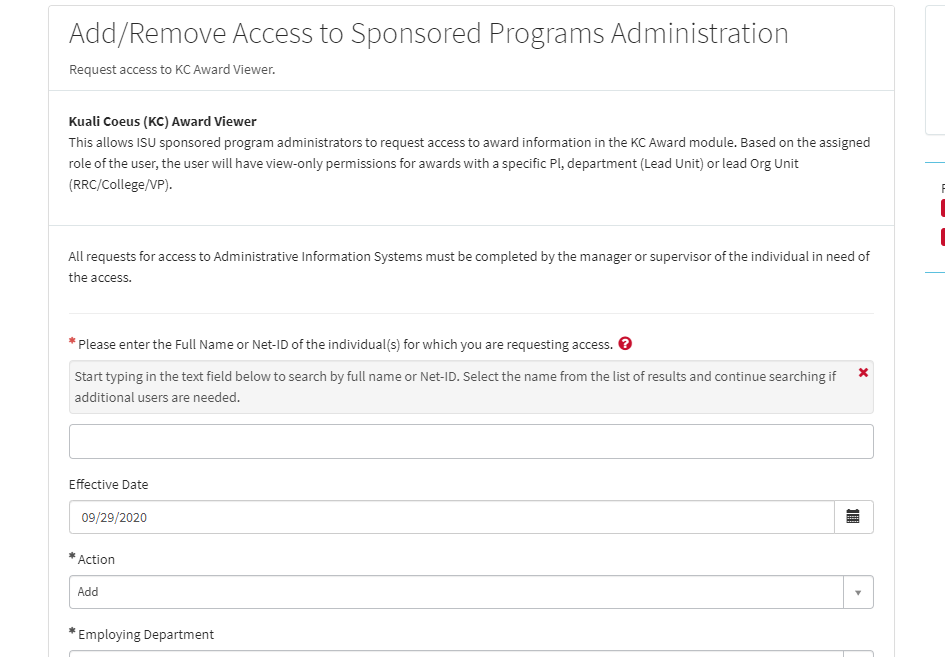




1. Select Add/Remove Access to Sponsored Programs Administration

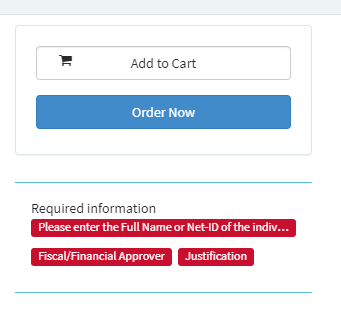


1. Complete the Add/Remove Access to Sponsored Programs Administration form





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



Note the required information for the request