NAZARETH UNIVERSITY

Quick Reference Guide – Technology Budget Submission
Software, Hardware and Technology Infrastructure

IMPORTANT CONSIDERATIONS
- Technology submissions include software, hardware and technology infrastructure requests only.
- Enter a justification for each request including how it links to the strategic framework and/or institutional goals and outcome and assessment information.

Login Information
1. Go to https://go.naz.edu/itsportal (Available on and off campus)
2. Click "Submit a Project or Budget Request"
3. Login with your MyNaz username and password.
4. Click the Login button below the username and password fields.

Creating and Submitting a Request
1. From the ITS Project & Budget Requests screen, click "IT Budget Requests."

2. Click "Begin Budget Request" button to begin entering your budget request.

3. Complete all the required fields and any optional fields as applicable.

4. Click "Save" at the top of the page. The *"Request Created Successfully"* message will appear at the top of the page.

5. Click the "Review and submit this request" link.

   - You can submit, print or withdraw your budget request here

6. Click "Submit." After the request has been submitted for review, it can no longer be edited in the client portal.

Finding and Editing Technology Proposal Submissions
1. You can save a draft of your budget request and return to work on it later if you have not yet submitted it for review. To return to a saved project request:

   - Click on the 'Services' tab on the main menu bar at the top of the client portal.

   - Click the 'Project Requests' tab on the sub-menu.

   - Find the request you wish to re-open and click on the name of the request.

   - On the left-hand side of the page click on "General" link.

   - Click on the "Mark Incomplete" button, edit the request, and then click the "Mark Complete" button.

   - Review and submit this request, click "Submit"

   - After the request has been submitted for review, it can no longer be edited in the client portal.

Withdrawing Technology Proposal Submissions
To withdraw a technology proposal, contact Tom Dixon, its_bpc@naz.edu; 389-2084.