NAZARETH UNIVERSITY

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

IMPORTANT CONSIDERATIONS
- Instructions below are for software, hardware and technology infrastructure budget submissions only.
- ITS will determine whether the request should fall under the Capital or Non-Recurring Operating Expense category.
- To be considered, each request must include a detailed description and justification of the need, along with outcome and assessment information *(for example, how is this request aligned with Nazareth's Strategic Framework and goals? How will this technology benefit Nazareth's students, now and in the future? How will we measure whether the implementation of this technology has been successful?)*

General Login
1. Go to your browser and type in : https://go.naz.edu/itsportal
     * Available on and off campus
2. Click "Submit a Project or Budget Request"
3. Sign in with your MyNaz username and password.
4. Enter or 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" button.

2. You will be taken to a page describing the request type in more detail. Click "Begin Budget Request" button to begin entering your budget request.

3. Complete all the required fields and any optional fields (if applicable).

4. Click "Save" button at the top of the page. The *"Request Created Successfully"* message will appear at the top of the page. This project request has been successfully created, **but it has not yet been submitted for review**.

5. Click the "Review and submit this request" link; you can submit, print or withdraw your budget request here; click "Submit" button.

6. After the request has been submitted for review, it will no longer be editable in the client portal.

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

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

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

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

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

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

    f. Review and submit this request, click "Submit"

    g. After the request has been submitted for review, it will no longer be editable in the client portal.

Withdrawing Technology Proposal Submissions
If you wish to withdraw a technology proposal, please contact Mary Jo Callahan, its_bpc@naz.edu; 389-2084.