Accessing MARS Job Aid

The purpose of this job aid is to demonstrate how to obtain access to view the Maverick Analysis & Reporting System (MARS). You must first request access via ServiceNow, and then log-in via MyApps.uta.edu.

Gaining MARS Access through ServiceNow

To access MARS, use the ServiceNow ticketing system to request access.

Note: *It may be necessary for you to log in with your email and password*

1. Navigate to ServiceNow and click the Request Something tile.

2. Under the Accounts and Access section, click on the Next button twice to move to the third page.

3. Click MARS (Maverick Analysis Reporting System) Request.

4. Complete the request form that displays.
   a. **Type of Request**: New Account
   b. **Select Environment**: Test, Production, or All MARS Environments
   c. **Select Module**: Discover, Finance, Human Resources, etc. Click one at a time to add more than one module.
   d. **Select Subject Area**: Click to choose from the list. Click one at a time to add multiple subject areas.
   e. **Business reason**: This is a free form text field.

5. Click the Submit button on the top right.
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Logging in to MARS

1. Enter myapps.uta.edu into a web browser.
2. Click the MARS app icon to launch MARS. FYI: Apps are arranged in alphabetical order.

Note: If the MARS app is not available, this usually indicates that you do not have access to MARS. You must complete the ServiceNow form to request access.