

## 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 **Accounts & Access** tile.

UTA  
HOME KNOWLEDGE BASE MY TICKETS LOGOUT AR

SERVICE CATALOG SUPPORT INFORMATION

Search is limited to public knowledge articles until you login using the top menu.

FREQUENTLY REQUESTED:

MatLab, SolidWorks, SPSS, or AnSYS Access Create Affiliate or Non-UTA Employee Access Shared (Resource) or Room Mailbox Access

Academic Services Database Account Request Affiliate Account Extension/Modify Account

SERVICE CATEGORIES

**ACCOUNTS & ACCESS**  
Access systems such as UTA Websites, Administrative Reporting (MARS), MyMav, or Timekeeping (TCP). Create accounts such as affiliate accounts, Single Sign-On (SSO), or Virtual Private Network (VPN).

**ADMINISTRATIVE SYSTEMS & REPORTS**  
Request data integrations, reports and schedule automated processes in systems and applications such as MyMav.

**COMMUNICATION, COLLABORATION & WEB SERVICES**  
Access software and applications to work effectively with faculty, staff and students.

2. Click **Systems Access**.

Home > Accounts & Access

Access systems such as UTA Websites, Administrative Reporting (MARS), MyMav, or Timekeeping (TCP). Create accounts such as affiliate accounts, Single Sign-On (SSO), or Virtual Private Network (VPN).

**ACCOUNT SERVICES**  
Change or request accounts for services such as affiliate accounts, wireless devices, security groups, privileged access to systems (SysAdmin) using a virtual private network (VPN) accounts, SQL servers and more.

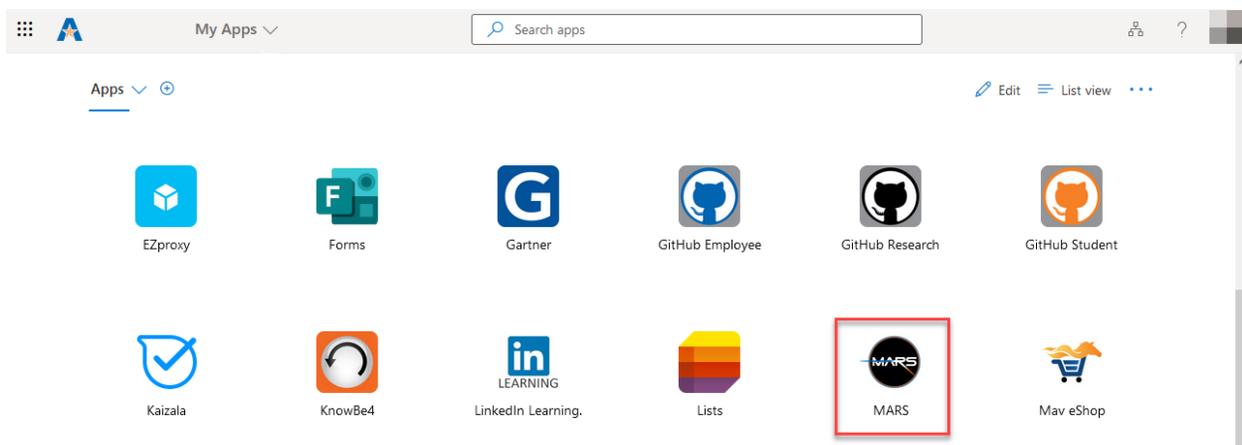
**SYSTEMS ACCESS**  
Access systems such as UTA Websites, administrative reporting (MARS), MyMav, timekeeping (TCP) and more.

3. Click **MARS (Maverick Analysis Reporting System) Request**.
4. Complete the request form that displays.

- a. **Type of Request:** New Account
  - b. **Select Module:** Campus Solutions, Finance, Human Resources, etc. Click one at a time to add more than one module.
  - c. **Select Subject Area:** Click to choose from the list. Click one at a time to add multiple subject areas.
  - d. **Business reason:** This is a free form text field.
5. **Click the Submit button on the top right.**

## Logging in to MARS

1. Navigate to [myapps.uta.edu](https://myapps.uta.edu) into a web browser.
2. Click the MARS app icon to launch MARS. FYI: Apps are by default 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.*