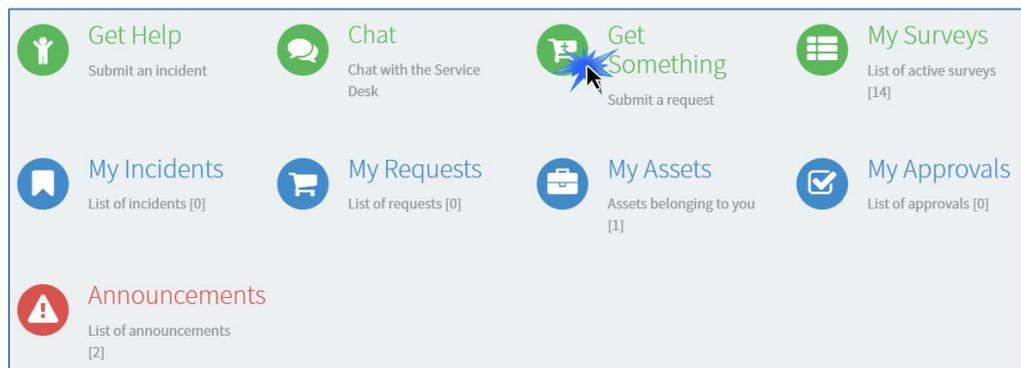# How to Request **MySamples** and/or **SampleAnalysis** – Internal User

Each application must be requested separately. The same steps apply to both applications.
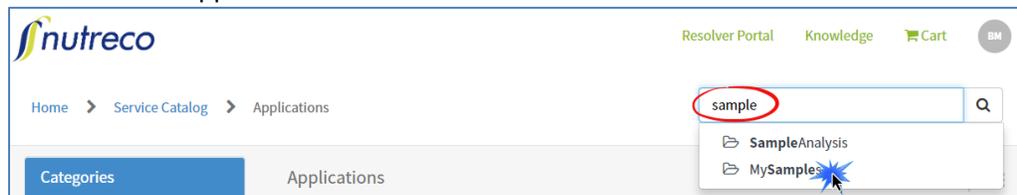
1. Create a request in ITSM
   a. https://nutreco.service-now.com/nutreco_portal
   b. Click on "**Get Something**"

   c. Select "**Applications**"

   d. Use the Search field to find MySamples or SampleAnalysis by typing "**sample**" and click on the desired application

e. Complete the form

MySamples
Request access to/installation of Trouw Nutrition MySamples

Opened by

Opened by name
Brad McIntyre

Opened by email
brad.mcintyre@trouwnutrition.com

Requested for

* Requested for name
Brad McIntyre

Requested for email
brad.mcintyre@trouwnutrition.com

Requested for location
Otterburne

Requested for department
2923-2923

Additional information

Affected computer

* Action ⟨1⟩

-- None --

Additional information required for product

Copy and paste the following label(s) in the below answer field and provide the required information in order to enable an efficient and effective fulfillment of the request:
- Customer(s), access required:

* Answers to additional information for product ⟨2⟩

Business justification

* Business justification ⟨3⟩

Submit   Add to Cart   ⟨4⟩   🔗 Add attachments

Required information Action Answers to additional information for product Business justification

1. First time registrant: Select "New". If making changes to customer data access select "Change"
2. List the mills and/or customers that registrant needs access to
3. Provide reason why registrant needs access to these mills and/or customers
4. Click Submit

2. Once submitted, the ticket is sent to the regional approver for review and approval. Once approved, the ticket progresses through the process and when complete, an e-mail will be sent notifying the user
3. The same process should be followed if access to more data is required