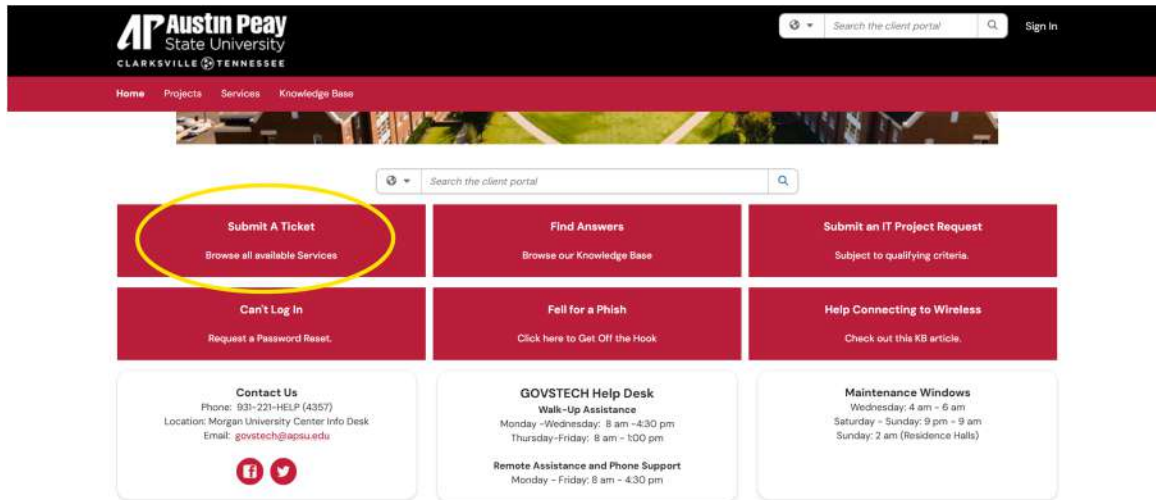
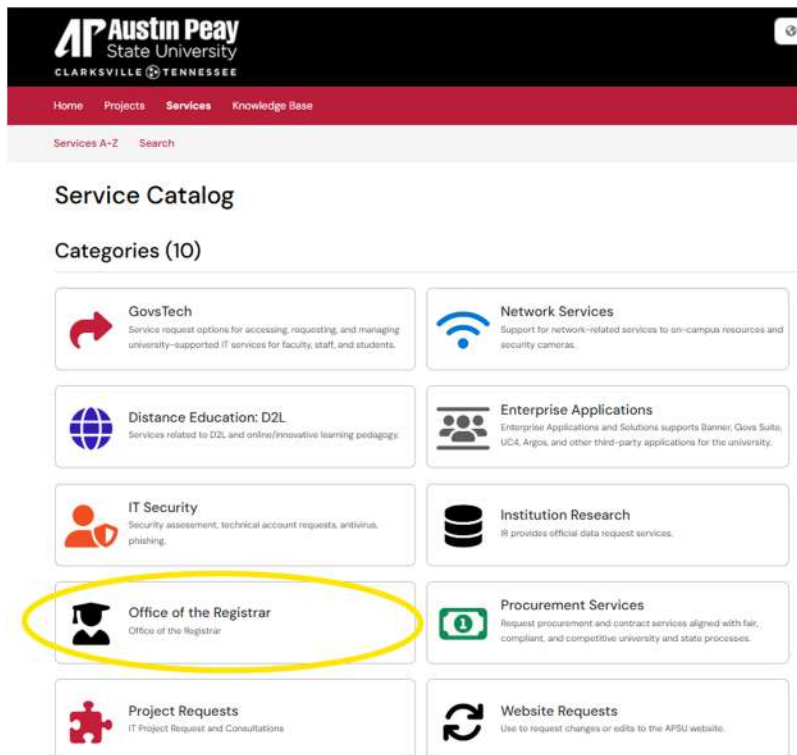


Requesting Access to Coursedog:

1. Go to the GovsTech homepage (<https://govstech.apsu.edu/TDClient/2071/Portal/Home/>) and click Submit a Ticket:



2. Click on the Office of the Registrar service option



3. Click on Coursedog and Request Access to Coursedog:

The screenshot shows the Austin Peay State University website. The header includes the university logo and navigation links: Home, Projects, Services, and Knowledge Base. Below the header, there is a search bar and a breadcrumb trail: Service Catalog / Office of the Registrar. The main heading is "Office of the Registrar". Under "Categories (1)", the "Coursedog" category is highlighted with a yellow circle. Below this, under "Services (3)", the following links are listed: Certificate Application, Petition to Student Academic Suspension Appeal Committee, and Schedule Change Request. A second breadcrumb trail is shown: Service Catalog / Office of the Registrar / Coursedog. The "Coursedog" heading is followed by a description of the platform. Under "Services (2)", the link "Request Access to Coursedog" is highlighted with a yellow arrow. Below it, the "Request Coursedog Training" link is also visible.

4. Fill out requestor information and specify access needed – Submit:

The screenshot shows the "Request Access to Coursedog" form. The breadcrumb trail at the top is: Service Catalog / Office of the Registrar / Coursedog / Request Access to Coursedog. The form title is "Request Access to Coursedog" with links for "Show Help" and "Hide Help". A description box states: "Coursedog is a platform that helps colleges manage academic scheduling, curriculum, and catalog workflows, with integration support for Banner SIS." Below this, a note indicates: "All fields marked with an asterisk (*) are required." The form includes the following fields: "Brief Description" (labeled "Request Access to Coursedog"), "Requestor *" (with a person icon), "Acct/Dept *" (with a person icon), "University Role" (with a dropdown menu), and "Campus A## *" (with a text input). At the bottom, there is a section for "Which component of Coursedog are you requesting access to?" with three checkboxes: "Academic Scheduling", "Event Management", and "Catalog/Curriculum". A red "Submit" button is located at the bottom left.