

- Open ECU Self Service
- Click on SoDM | Assist and login with your ECU username and password
- Fill in the form with (See picture below):
  - a. For Request Type (in the following order): Select **Informatics Support, Request Forms (Services/ Resource Access), and COHORT**
  - b. User name: **ECU username**
  - c. User Pirate ID: **ECU username**
- **Example:**

### Help Request

Request Type

**Instructions** Please be as specific and detailed as possible when describing a request or reporting a problem.  
This ticket request is to request access for use of the COHORT system to retrieve information from axiUm

User Name\*

User Pirate ID\*

Any additional information.

Attachments

Location

Priority

- Hit "Save" to submit your request
  - d. Once your request has been submitted, you will receive an email with a hyperlink that will direct you to a page to create your account.
- When your account has been created, you will be notified when it is activated
- For the first time logging in, you will be asked to upload your HIPAA and [CITI](#) training.