ROLE(S) – Faculty Assessor (Associate Deans; MRes Directors; Department Directors and Heads; Supervisors)

NOTES: The **GRA Application Referral Assessor** is the AMIS system role which grants everyone access in the faculties (Associate Deans, MRes Directors, Department Heads and Supervisors) for the Applicant Portal (My Tasks; Applications & Offers and GRA Help Centre tiles)
IT Login Help

1) Go to the following link
   https://mq.service-now.com/onehelp_public/

2) Select the Request Something button at the top
   Login with your Macquarie OneID if you are prompted

3) Select Academic & Student Management under New Service Request
4) Select the Academic Management Information System (AMIS) catalog item.
5) Make the following selections and provide a subject and details of the request.
6) Enter the relevant information and click Submit keeping in mind that * is a required field.