GeauxGrants New Campus Profile – Quick Reference Guide

The purpose of this how-to-guide is to enable a user to quickly fill out a GeauxGrants New Campus Profile request to establish a profile. Requests should be submitted for graduate students and undergraduate students that need to submit disclosures or other research applications as well as for employees that need to submit or administer disclosures, proposals or other research for a campus that is not their primary campus.

Initiating a GeauxGrants New Campus Profile

1. Go to Information Technology Services website: [https://itservice.lsu.edu](https://itservice.lsu.edu)

2. Click on Request a Service on the left side of the screen.

3. Click on Account Management.

Welcome to the ITS Self-Service Portal

[Image of Welcome to the ITS Self-Service Portal]

View Your Tickets
Request a Service
Find an Answer

How to use the Self-Service Portal

1. How to use the Service Catalog to Request a Service or Report an Issue
2. How to View and Update your Tickets

News & Alerts

ITS Service Desk Hours
Sunday: 12 - 7 PM
Monday - Friday: 7 AM - 8 PM

Popular Services
Software Acquisition (IT100)
Service Catalog

Categories (11)

Account Management
Services related to accounts provided and supported by LSU Account Management resources.

Communication & Collaboration
Assistance related to LSU Mail, Microsoft Teams, Zoom, listservs, phone/voice services, and other communication and collaboration.

Security

Computers & Printing
Services that support access and use of community members' devices and related peripherals. Includes desktop and mobile.

Categories (8)

myLSU Account
Assistance for issues relating to your myLSU account, which is given to all students, faculty, and staff to access the University's online...

Department or Secondary Account
Accounts for LSU Departments or Organizations that must be sponsored by...

GeauxGrants Account
GeauxGrants is the electronic platform for grants management and research administration. GeauxGrants allows users to...

Guest Account
Guests and visitors coming to the LSU Baton Rouge campus can attain access to University online resources.


5. Click on GeauxGrants New Campus Profile.
6. **On the right side of the page, click on Request Service.**

7. Leave the requestor as yourself. When the ticket is complete, this is the person that will get notified when there are questions and when the ticket is closed.

8. Leave the Acct/Dept as is.
9. Leave the Ticket Subject as is. If needed you can ADD to what is there. But do NOT remove what is there.

10. The next fields are required to know who to give access to and to what they should get access.
   a. Enter the first name of the person who needs access under First Name.
   b. Enter the last name of the person who needs access under Last Name.
   c. Enter the 89 number of the person who needs access under LSU 89 Number. If the user does not have an 89 Number, then an account cannot be set up.
   d. Enter the campus(es) the user needs to be set up in under Campus.
      i. LSUAM – Main Campus
      ii. LSUAG – AgCenter
      iii. PBRC – Pennington Biomedical Research Center
11. Enter the Primary Cost Center that should be charged for this user.
12. If needed, enter an Alternative Contact for this ticket.
13. Enter the needed information under Description.
   a. Primary Department:
   b. Student/Grad Student:
   c. Reason for Request:
   d. PAW's ID:
   e. Email address:

14. Click the Request button.

For assistance, please contact ITS Service Desk:
   - Phone: 225-578-3375
   - Email: servicedesk@lsu.edu