• 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/Resources Access), and COHORT**
  b. User name: **ECU username**
  c. User Pirate ID: **ECU username**
• **Example:**

![Help Request Form](image)

  d. Hit “Save” to submit your request
  e. 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.
  f. When your account has been created, you will be notified when it is activated.
  g. For the first time logging in, you will be asked to upload your HIPAA and **CITI** training.