Workfront Guide: How to Submit an Articulation Ticket

1. Go to: https://ucr.attask-on-demand.com
2. Click Request tab
3. New Request
4. Select Banner Support Ticket
5. Select Staff or Faculty Reporting Issue
6. Select Articulation
7. Enter: **Subject**, **Description**, **Priority**, **Severity**, and **Attach Document** (transcript) if available.

In the Banner Articulation Request you will enter the following:

1. **Articulation Issue Type** (Check all that Apply)
2. **SID**
3. **Institution Code** (from SHATRNS)
4. **Attendance Period Dates** (from SHATRNS)
5. **Course Name and Title**
6. **Submit Request**

*Your request will be assigned to a staff member in admissions. If there are any questions regarding the request they will communicate via WorkFront ticket.*