

REQUESTING ACCESS

1. Navigate to ServiceNow (<https://uta.service-now.com/selfservice/>) and click **Request Something**.
2. **Note:** It may be necessary for you to log in with your net ID and password.
3. Located under the **Accounts and Access** section, click **View all items** and then click **MARS (Maverick Analytics Reporting System) Request**.
4. Complete the request form. You will be required to select the **Module** (e.g. Campus Solutions, Discoverer, Finance, and/or Human Resources) and **Subject Area** (e.g. Accounts Payable, Payroll, Workforce Deployment, etc.) that you would like to access.
5. Click **Submit Request**.

LOGGING IN

+ **Make sure that you have requested access before trying to log in to MARS.**

1. Navigate to SharePoint: <https://mavsuta.sharepoint.com/>. If necessary, sign in with your email address and password.
2. Click the **App Launcher** icon under Office 365, located in the upper-left corner of the page.
3. Select the "All Apps" link and then scroll down the page to locate the MARS app icon. Once found, click the app icon to launch MARS.
4. **Note:** If the MARS app is not available, this usually indicates that you do not have access to MARS. You must complete the ServiceNow form to request access.
5. Click **Submit Request**.

Refer to the MARS Job Aids for detailed instructions.



+ MAVERICK ANALYSIS REPORTING SYSTEM

University of Texas at Arlington DIVISION OF BUSINESS AFFAIRS

It is our responsibility to properly account for and manage the assets of the institution, ensure accurate financial reporting of the institution's financial status, ensure value and provide excellent service to our campus constituents.

Our foremost objective is to support and enhance the institutions primary mission of teaching, research and service.

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+ MAVERICK ANALYSIS REPORTING SYSTEM



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MARS OVERVIEW

The Maverick Analysis and Reporting System (MARS) is a central repository of integrated data that provides a full range of business intelligence capabilities such as:

- ♦ Collecting up-to-date data on cost centers
- ♦ Presenting data in an easy-to understand format
- ♦ Exporting and printing data in different formats

THINGS TO CONSIDER

- ♦ Data is loaded from UT Share into MARS nightly. It should never be more than 24 hours old.
- ♦ Your MARS session will timeout after 20 minutes of inactivity.
- ♦ Reports in each category function the same.



TYPES OF REPORTS

The main menu displays and lists the options under Finance and Human Resources.

Finance

- ♦ Accounts Payable
- ♦ Budgets
- ♦ General Ledger

Human Resources

- ♦ Payroll
- ♦ Workforce Deployment

Campus Solutions

- ♦ Admissions
- ♦ Grades
- ♦ Financial Aid
- ♦ Courses



FINANCE

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HUMAN RESOURCES

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CAMPUS SOLUTIONS

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HELP SECTION

Overview: Discusses the overall purpose of MARS and general navigation

- ♦ **Finance Job Aid:** Detailed explanation on each individual financial report
- ♦ **HR Job Aid:** Detailed explanation on each individual HR report
- ♦ **FAQ:** Answers to the most commonly asked questions and helpful hints
- ♦ **Note:** To view the Human Resources report, you must request access by completing the ServiceNow form.

