Columbia University Finance Training
Service Now: Viewing the Status of a Financial Systems Security Application (FSSA)

This job aid details the steps you can take to look up the status (Stage) of a Financial Systems Security Application (FSSA), allowing you to quickly assess the correct party to contact for more specific questions regarding the application process. Before looking up an FSSA status, make sure you have the RITM number that was received via the email confirming the FSSA submission.

**Viewing FSSA Status**

1. Log on to Service Now [https://columbia.service-now.com](https://columbia.service-now.com)
2. Click My Service Requests under the Self Service section from the left Navigation pane.

The Requested Items screen appears. The RITM number will be in the second column. The Stage column indicates the status of your Request.

3. Hover your mouse over a Stage icon for details on the Stage.

Or, click the triangle icon to view details for all Stages.