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Accompanied with
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ADMINISTRATION**

Completed the project named as
**Educational Organization Using
ServiceNow**

Educational Organisation Using ServiceNow

Team ID: NM2025TMID06352

Team Size: 4

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1. Project Overview

The Educational Management System (EMS) is a streamlined solution built on the ServiceNow platform to enhance administrative efficiency within educational institutions. It manages student and teacher data, simplifies the admission process, and provides tools for tracking academic progress. By implementing EMS in ServiceNow, institutions benefit from a user-friendly, customizable, and automated environment that supports better decision-making and operational management.

2. Setting Up the ServiceNow Instance

Sign Up for a Developer Account

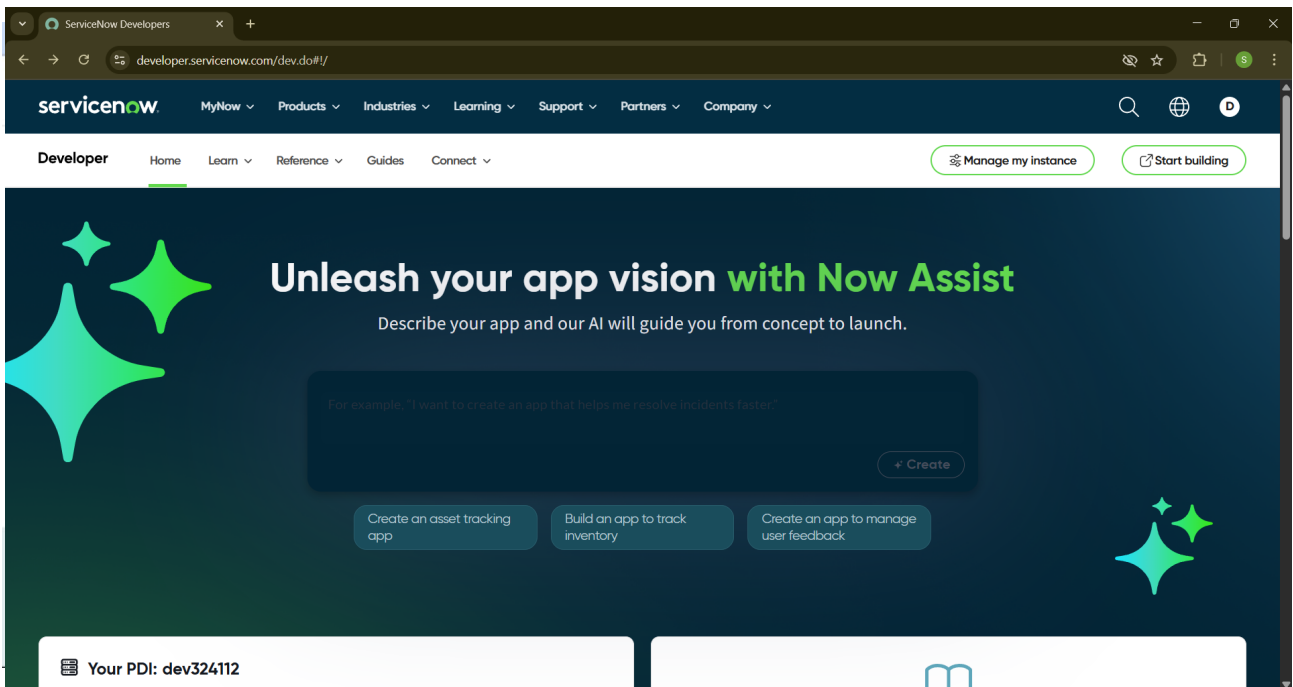
- Visit the ServiceNow Developer Portal at <https://developer.servicenow.com>.
- Create a new developer account by providing the required information.

Request a Personal Developer Instance

- Log in to your developer account.
- Navigate to the “Manage > Instance” section.
- Click “Request Instance” and choose the latest available release.
- You will receive an email with the instance details (URL, username, and password).

Access Your Instance

- Open the instance URL received via email.
- Log in using the provided credentials to access your personal ServiceNow instance.

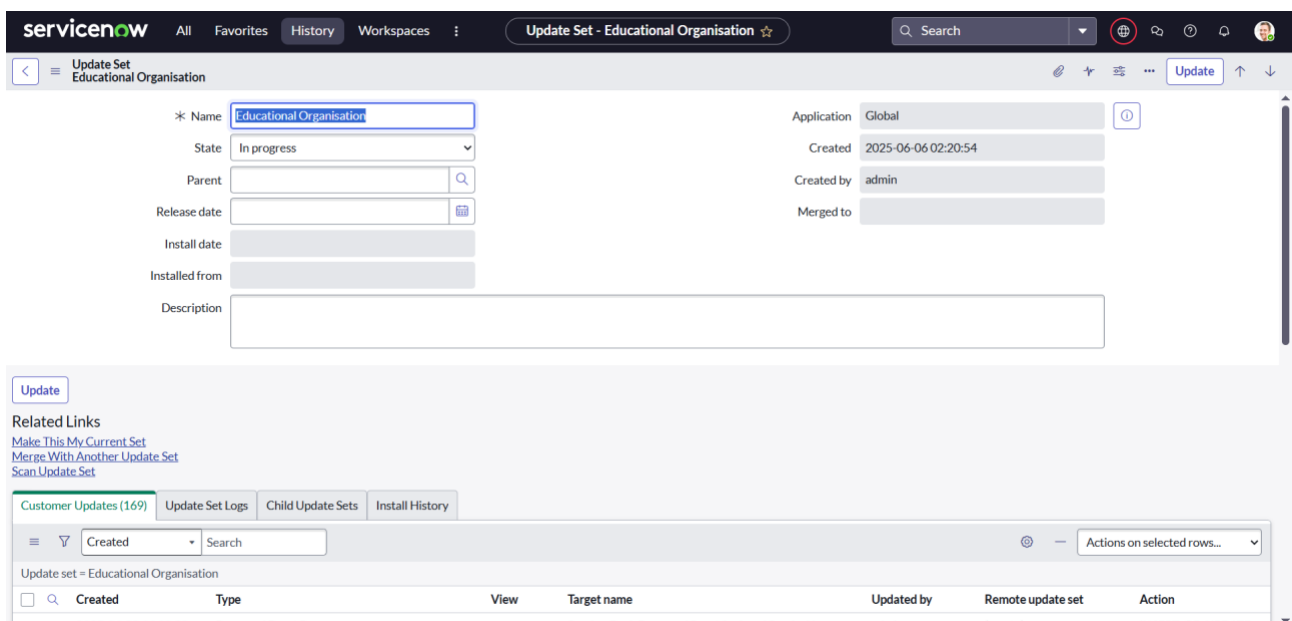


3. Creating an Update Set

An Update Set tracks all configuration changes made in a ServiceNow instance, enabling migration between instances.

Steps:

- Navigate to All > Local Update Sets.
- Click New to create an update set.
- Enter the name "Educational Organisation" and submit.
- Click Make Current to activate the update set.



4. Creating the Salesforce Table

The Salesforce table manages core student information.

Steps:

- Navigate to All > Tables > New.
- Enter the label "Salesforce". The system will auto-generate the table name.
- Add required fields, including:
 - Admin Number (Set Display to True, mark Extensible, and set Dynamic Default to "Get Next Padded Number").
 - Grade (Configure as a choice field with values such as Primary, Secondary, etc.).

The screenshot shows the 'Form Design' interface for the 'Admission [u_admission]' table. The interface is divided into a left sidebar and a main design area. The sidebar contains a 'Fields' section with a list of fields: Admin Number, Class, Created, Created by, Updated, Updated by, and Updates. Below this is a 'Formatters' section with options: Contextual Search Results, Process Flow, and Ratings. The main design area shows a form layout with several sections. The top section is 'Admission [u_admission]' with a '1 Column' layout. Below it is a section for 'Activities (filtered) (Formatter)'. The next section is a '2 Column' layout containing fields for Admission Number, Admin Date, Purpose of join, Grade, Student Name, Fee, Father Name, Father Cell, Mother Name, Mother Cell, and Admin Status. Below this is a '1 Column' section for 'Comments'. The next section is 'School Details' with a '2 Column' layout containing 'School Area' and 'School'. The final section is 'Address' with a '2 Column' layout containing 'Pincode' and 'Area'. Each field has a gear icon for configuration and a plus icon for adding more fields.

5. Creating the Admission Table

This table manages data related to student admissions and extends the Salesforce table.

Steps:

- Navigate to Tables > New.
- Label the table as "Admission".
- Set "Extends Table" to Salesforce.
- Add to application menu for visibility.
- Add necessary fields such as Admission Number, Grade, School, and Pincode.