

# Accessing ServiceNow Courses on Future Skills Prime: Requirements and Steps

To access the ServiceNow courses on Futureskills Prime, you need to:

- Create Future Skills Prime Account
- Create a ServiceNow ID.



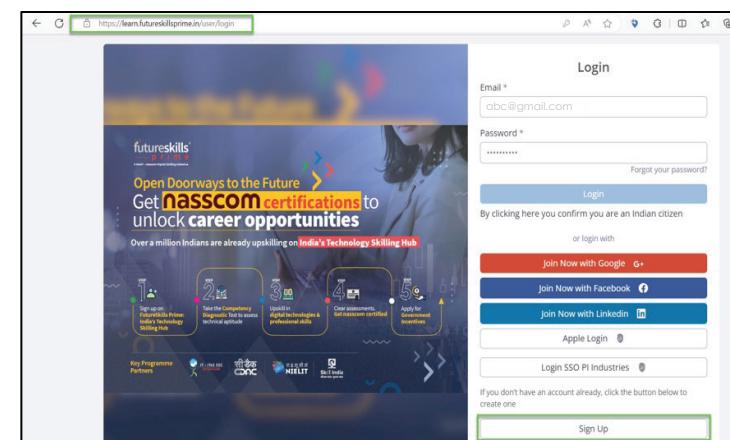
## How to register and create a FutureSkills Prime account

Zoom in on the screen to view the screenshots.

### Step 1: Go to

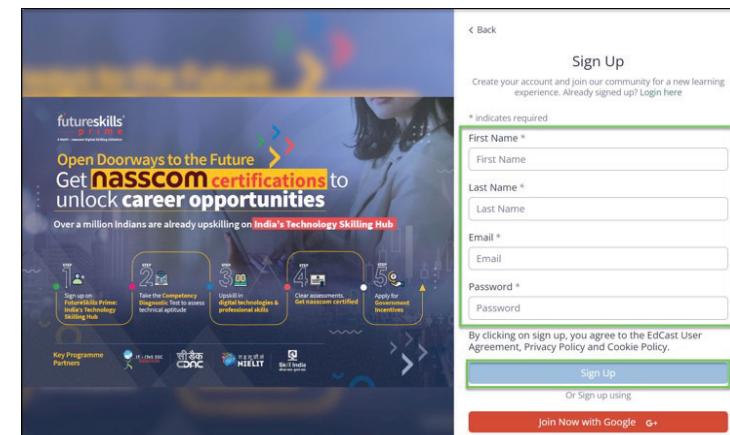
<https://learn.futureskillsp prime.in/user/login> and Sign Up.

**Note:** You can join/sign up using your Gmail/Facebook/LinkedIn accounts.

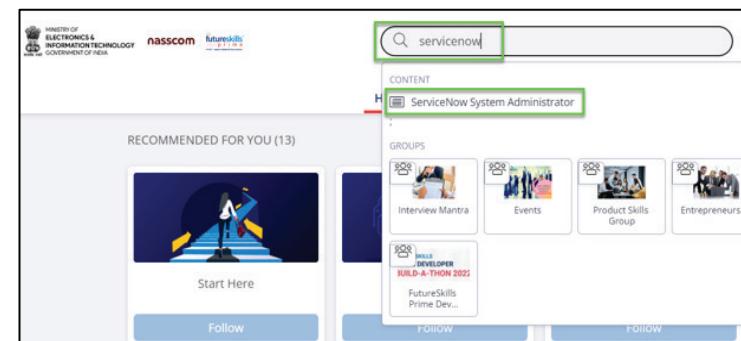


**Step 2:** In the Sign Up page, enter your details in all the required fields and select Sign Up.

**Note:** Your first and last name must match your government issued ID card for certification purposes.



**Step 3:** To search ServiceNow System Administrator course path, enter ServiceNow in the search box, and select ServiceNow System Administrator path.



**Step 4:** Or, in the home page, select Cloud Computing under EMERGING TECHNOLOGIES.

The screenshot shows the Prime Learning platform's home page. At the top, there are navigation links: Home, My Learning, Groups, Register, and About Prime. Below this, a section titled 'RECOMMENDED FOR YOU (13)' displays several cards, one of which is 'Start Here'. Another section titled 'EMERGING TECHNOLOGIES (10)' shows cards for Artificial Intelligence, Big Data Analytics, Internet of Things, and Cloud Computing. The 'Cloud Computing' card is specifically highlighted with a green border around its thumbnail and title.

**Step 5:** In the Cloud Computing channel page, navigate to More > Job Category: Engineering.

This screenshot shows the 'Cloud Computing' channel page. At the top, it displays the channel's name, '448138 Followers', and a 'Follow' button. Below this, there are tabs for Home, About, All Content Posts, Pathways & Journeys, Foundation Courses, Bridge Courses, and Job Category: App Development. A 'More' dropdown menu is open, showing various job categories: Architecture, Engineering (which is highlighted with a green border), Operations and Administration, Risk & Compliance, Industry Content, Popular Tech Topics, and Virtual Labs. Below the menu, there are three course cards: 'Getting Started with Cloud Computing', 'An Overview of Cloud Computing', and 'Applications of Cloud Computing'.

**Step 6:** Select the Course Overview smartcard for more information.

This screenshot shows a course overview card for 'ServiceNow System Administrator'. The card includes a 'FREE' badge, the serviceNow logo, and the course title. It also shows 'Module 1: Welcome to ServiceNow' and 'Module 2: Micro-Certification - Welcome to ServiceNow'. Below the card, there is a progress bar at 0% completion. The card is part of a larger grid of course cards.

**Note:** If you haven't already registered for government incentive you can do so in the page.

This screenshot shows the 'ServiceNow System Administrator Course Overview' page. It features a large image of a smiling woman working on a laptop. The page includes text about the knowledge required for the platform, a 'Learn about the Course Pathway' button, and a 'Complete the course' button. Logos for serviceNow, futureSkills, and prime are visible. A call-to-action button 'Click here to register' is highlighted with a green border. At the bottom, there is an 'Infographic' link, a language setting for English, and a 'Mark as Completed' button.

**Step 7:** Select Next Card to view ServiceNow System Administration smart card

This screenshot shows the 'ServiceNow System Administrator Course Overview' page in a card format. It includes a 'Previous Card' and 'Next Card' navigation, a date of '26 Jul 2023', and a 'Course Overview' title. Below this, there is a detailed description of the course: 'The ServiceNow System Administrator path demonstrates mastery of ServiceNow System Administration and certifies that a candidate has the skills and essential knowledge necessary to manage the configuration, implementation, and maintenance of the ServiceNow platform.' There are also 'Learn about the Course Pathway' and 'Complete the course' buttons.

**Step 8:** Select Open Content.  
Note: You should have ServiceNow ID to access the course materials.

The screenshot shows a course card for 'ServiceNow System Administrator'. At the top, there's a 'Enroll' button and a 'FREE' badge. Below the title, there's a brief description of the course: 'The ServiceNow System Administrator path demonstrates mastery of ServiceNow System Administration and certifies that a candidate has the skills and essential knowledge necessary to manage the configuration, implementation, and maintenance of the ServiceNow platform. Here is the outline for the path: Module 1: Welcome to ServiceNow Course Overview A ServiceNow Platform Overview Next Experience, Navigation, and Access Module Lists and Filters Module Forms Module Tasks Module Reporting Module Knowledge Management Module Service Catalog Module Virtual Agent Module Welcome to ServiceNow Course Summary Module 2: Micro-Certification - Welcome to ServiceNow Instance Help Personalize Your Instance Favorite a Filtered List Create and Comment on a Record Create a Visual Task Board from a List Order an Item from Service Catalog Create a Dashboard and a Report Flag and Comment on a Knowledge Article Module 3: ServiceNow Administration A ServiceNow Administration Overview Course Content'.

**Step 9:** Sign in with your ServiceNow ID.

The sign-in form has a 'Email' input field, a 'Remember me' checkbox, and a green 'Next' button. Below the form, there's a 'Need assistance?' section with a link to 'Get instant help or open support ticket!'

**Step 10:** Enter the authentication code sent to your email ID.

### Optional

- Set up Multifactor authentication or skip.
- Complete the additional email authentication to view the NowLearning site

The screen displays a message: 'Additional Email Authentication required'. It asks to enter a 6-digit verification code sent to 'p...4@rediffmail.com'. There's a 'Verify' button, a checkbox for 'Do not challenge for MFA on this browser for the next 24 hours', and links for 'Resend' and 'Sign Out!'. Below this, there's a 'Need assistance?' section with a link to 'Get instant help or open support ticket!'.

# How to create a ServiceNow ID?

**Step 1:** Go to Now Learning  
<https://nowlearning.servicenow.com/lxp?id=futureskillsprime>  
and Sign Up.

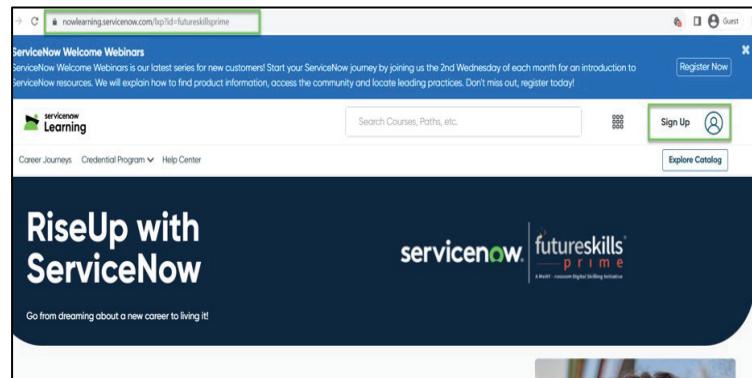
**Note:** Your first and last name must match your government issued ID card.

**Step 2:** Select Register for a new Now Learning Account.

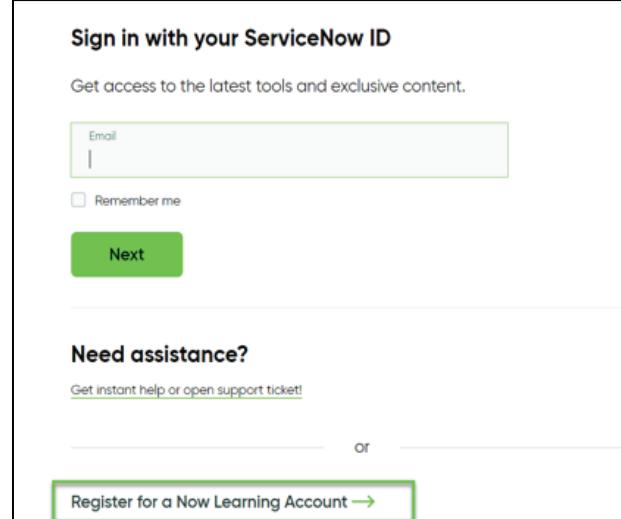
**Step 3:** In the Sign Up for ServiceNow ID page, enter your details in all the required fields and select Sign Up.

**Note:** It is recommended to use the same email address you use to log into Futureskills Prime.

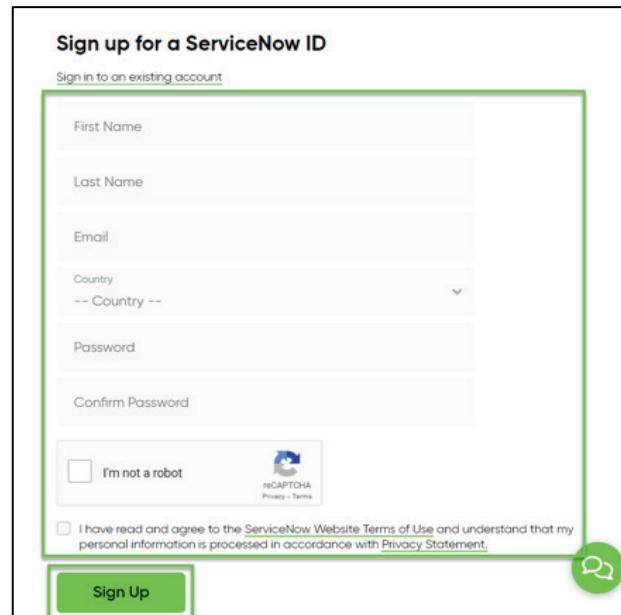
**Step 4:** A thank you confirms your account creation. You should check your email to verify your account.



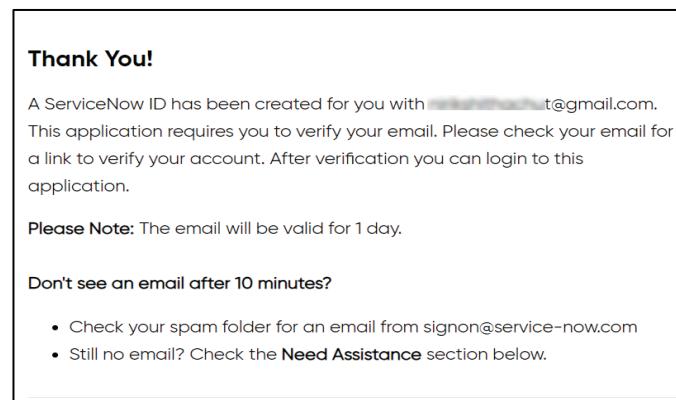
The screenshot shows the ServiceNow Now Learning website at [nowlearning.servicenow.com/lxp?id=futureskillsprime](https://nowlearning.servicenow.com/lxp?id=futureskillsprime). The header includes the ServiceNow logo and a search bar. The main banner features the text "RiseUp with ServiceNow" and the "servicenow futureskills prime" logo. Below the banner, a sub-header reads "Go from dreaming about a new career to living it!"



This screenshot shows the "Sign in with your ServiceNow ID" page. It has a field for "Email" and a "Remember me" checkbox, followed by a green "Next" button. Below this, there's a "Need assistance?" section with links for instant help or support tickets, and a "Register for a Now Learning Account" button.



This screenshot shows the "Sign up for a ServiceNow ID" page. It includes fields for "First Name", "Last Name", "Email", "Country" (with a dropdown menu), "Password", and "Confirm Password". There is also a reCAPTCHA checkbox labeled "I'm not a robot" and a terms and conditions checkbox. At the bottom is a green "Sign Up" button and a small "Feedback" icon.



This screenshot shows the "Thank You!" confirmation page. It states that a ServiceNow ID has been created for the user with their email address. It includes a note about verifying the email and a "Please Note" section about the validity of the email. At the bottom, there's a "Don't see an email after 10 minutes?" section with troubleshooting steps.

# How to use promo code to access content in ServiceNow Learning

You can use the promo code for:

1. ServiceNow Administration Fundamental (OnDemand content) – 100% fee discount
2. Certified System Administrator Exam – 50% fee discount

To avail the promo code for ServiceNow Administration Fundamental (OnDemand content):

**Step 1:** In the ServiceNow Futureskills home page, select Go to course.

The screenshot shows the ServiceNow Futureskills home page with four course options:

- Welcome to ServiceNow**: Free, 3 hours. Go to course button.
- Micro-Certification - Welcome to ServiceNow**: Free, 1 hour, 18 minutes. Go to course button.
- ServiceNow Administration Fundamentals**: 100% fee discount\*\* with promo: NASSCOMSNAF. Go to course button.
- Certified System Administrator Exam**: 50% fee discount\*\* with promo: NASSCOMCSA. Go to exam button.

**Step 2:** Select Pay and Begin.

The screenshot shows the "ServiceNow Administration Fundamentals On Demand" course page. It includes a brief description, a "Pay and Begin" button, and an "Achievements" section indicating "Eligibility for CSA Voucher".

**Step 3:** In the Pay for content dialog box, select Pay with Credit card, then copy and paste the promo code "NASSCOMSNAF"

Then select Apply and Start

The screenshot shows the "Your Purchase" dialog box. It displays the course details, a note about a discount applied, and a field where the promo code "NASSCOMSNAF" is entered. The "Apply" button is highlighted with a green border. Below the dialog is a "Summary" section showing the item total, discount applied, sales tax, and estimated total due.

**Note:** You can follow the same steps to use promo code for Certified System Administration Exam