

Student

ServiceNow Developers

ServiceNow

Creator Studio

(36) WhatsApp

naanmudhalvan.smartinternz.com/Student/guided_project_info/14852#

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Educational Organisation Using ServiceNow

Setting Up ServiceNow Instance

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Educational Organisation Using ServiceNow

The Educational Management System is a comprehensive platform designed to streamline administrative tasks within educational institutions. It facilitates efficient management of student and teacher data, simplifies the admission process, and provides tools for monitoring student progress.

Activate Windows

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12:41 PM

9/12/2025

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Guided Project: Project Workspace

Project Steps:

- Educational Organisation Using ServiceNow
 - Setting Up ServiceNow Instance
 - Setting Up ServiceNow Instance**
 - Creating A Update Set
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Setting Up ServiceNow Instance

1. Sign up for a developer account on the ServiceNow Developer site "<https://developer.servicenow.com>".
2. Once logged in, navigate to the "Personal Developer Instance" section.
3. Click on "Request Instance" to create a new ServiceNow instance.
4. Fill out the required information and submit the request.
5. You'll receive an email with the instance details once it's ready.
6. Log in to your ServiceNow instance using the provided credentials.
7. Now you will navigate to the ServiceNow.

Activate Windows
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Taskbar: Windows, Edge, Chrome, File Explorer, System Tray (12:44 PM, 9/12/2025)

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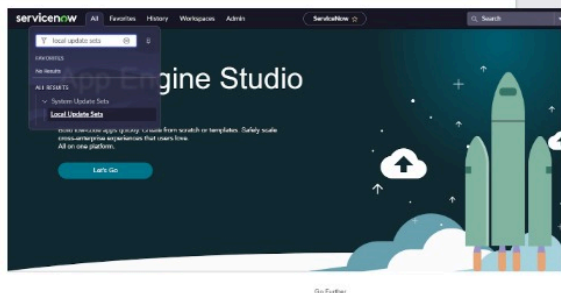
Navigation: Home, Projects, Support

Guided Project: Educational Organisation Using ServiceNow

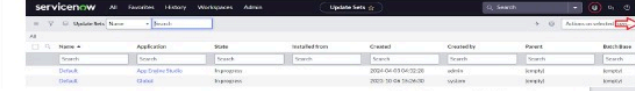
- Setting Up ServiceNow Instance
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Creating A Update Set

1. Click on All >> Local update sets .



2. Click on new



Name	Application	State	Installed from	Created	Created by	Parent	Batch Size
Default	App Studio Studio	Integration		2024-04-04 02:08	admin	Default	1000

3. Enter the Details Name: Educational Organisation >>
Click on Submit and make Current.

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System tray: 12:44 PM, 9/12/2025

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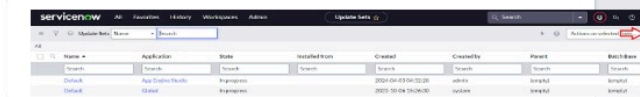
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Guided Project: Educational Organisation Using ServiceNow

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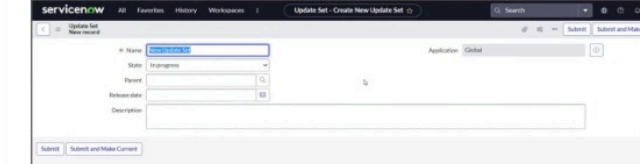
Project Workspace

2. Click on new



Name	Application	State	Installed from	Created	Created by	Parent	Batch Size
Default	App Studio Studio	In Progress		2024-04-03 04:12:28	admin	Sample	Sample
Default	Default	In Progress		2023-10-04 15:24:08	admin	Sample	Sample

3. Enter the Details Name: Educational Organisation >> Click on Submit and make Current.



Form fields: Name (Educational Organisation), Application (Default), State (In Progress), Parent (GL), Release date (ED), Description.

Buttons: Submit, Submit and Make Current

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Guided Project: Educational Organisation Using ServiceNow

- Setting Up ServiceNow Instance
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- Creating A Table
- Creating Salesforce Table.
- Creating Admission Table
- Creating Student Progress Table
- Form Layout

Project Workspace

Enter the Label(Anything you want): Salesforce >> Click on Name it will Automatically generate Api name.

ServiceNow Table - New Record

Application: Global

Create module: ☐ Create module

Add module to menu: ☐ Create new

Create columns as given below, Double Click on Column label and Enter the Column labels and click on the tick mark >> Give Type as given .

ServiceNow Table - New record

This form has annotations - click to toggle them - [click here](#) to never show this again!

Label

Name

Extends table

Activate Windows
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label and Enter the Column labels and click on the tick mark >> Give Type as given .

servicenow Table - New Record

This form has annotations - click to toggle them - [click here to never show this again](#)

* Label
* Name
extends table

Columns * Controls Application Access

Table Columns for text Search

Dictionary Entries

Column label	Type	Reference	Max length

Submit Cancel

Table

This record is in the Global application, but Educational Organisation is the current application. To edit this record click here.

Table	Field	Type	Length	Required	Default
Admission	Admission Number	String	40	Yes	
Admission	Admission Date	String	40	Yes	
Admission	Admission Type	String	40	Yes	
Admission	Admission Status	String	40	Yes	

Activate Windows - Go to Settings to activate Windows.

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Table Columns for text

Column-label	Type	Reference	Max length

Submit Cancel

Table: Salesforce

Column-label	Type	Reference	Max length
Admin Date	Date	None	40
Admin Number	String	None	40
Admin Email	String	None	40
Admin Name	String	None	40
Admin Role	String	None	40
Admin Title	String	None	40
Admin Address	String	None	40
Admin Phone	String	None	40
Admin Fax	String	None	40
Admin Mobile	String	None	40
Admin Other	String	None	40

For "Admin Number" Give Display as True and right click on the toggle bar on top >> save.

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- Click on "Admin Number" column, In Related Links Click on Advanced View >> Default View (Enable Use dynamic default) >> select Get Next Padded Number in Dynamic default value >> Update .
- Click on "Grade" Column >> Click on Choices and give Label, Value and Sequence as given below.

ServiceNow Dictionary Entry - Grade

Label	Value	Language	Sequence	IsActive	Updated
Prept	Prept	en	1	True	2024-04-02 02:18:26
Nursery	Nursery	en	2	True	2024-04-02 02:18:40
UKG	UKG	en	3	True	2024-04-02 02:18:43
I	1st	en	4	True	2024-04-02 02:18:50
II	2nd	en	5	True	2024-04-02 02:18:54
III	3rd	en	6	True	2024-04-02 02:19:25
IV	4th	en	7	True	2024-04-02 02:19:30
V	5th	en	8	True	2024-04-02 02:19:33
VI	6th	en	9	True	2024-04-02 02:19:37
VII	7th	en	10	True	2024-04-02 02:19:40
VIII	8th	en	11	True	2024-04-02 02:19:46
IX	9th	en	12	True	2024-04-02 02:19:48
X	10th	en	13	True	2024-04-02 02:19:53

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