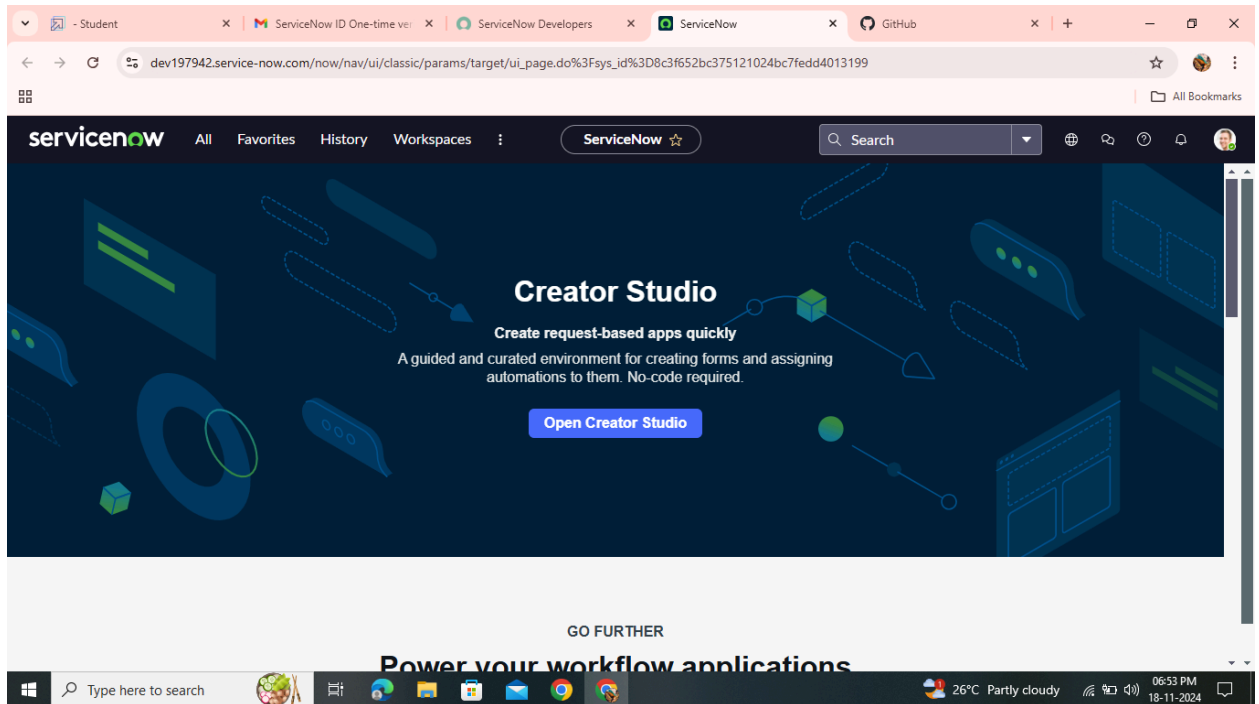
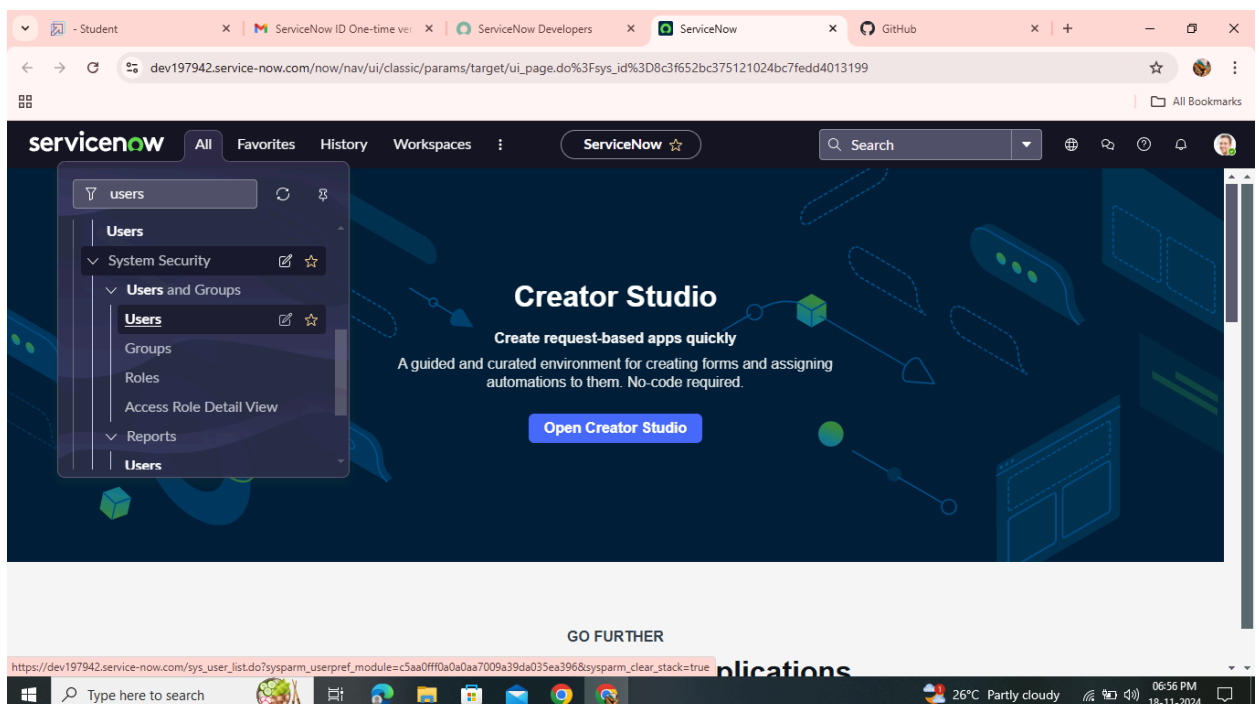


# Activity-1 : Create Users

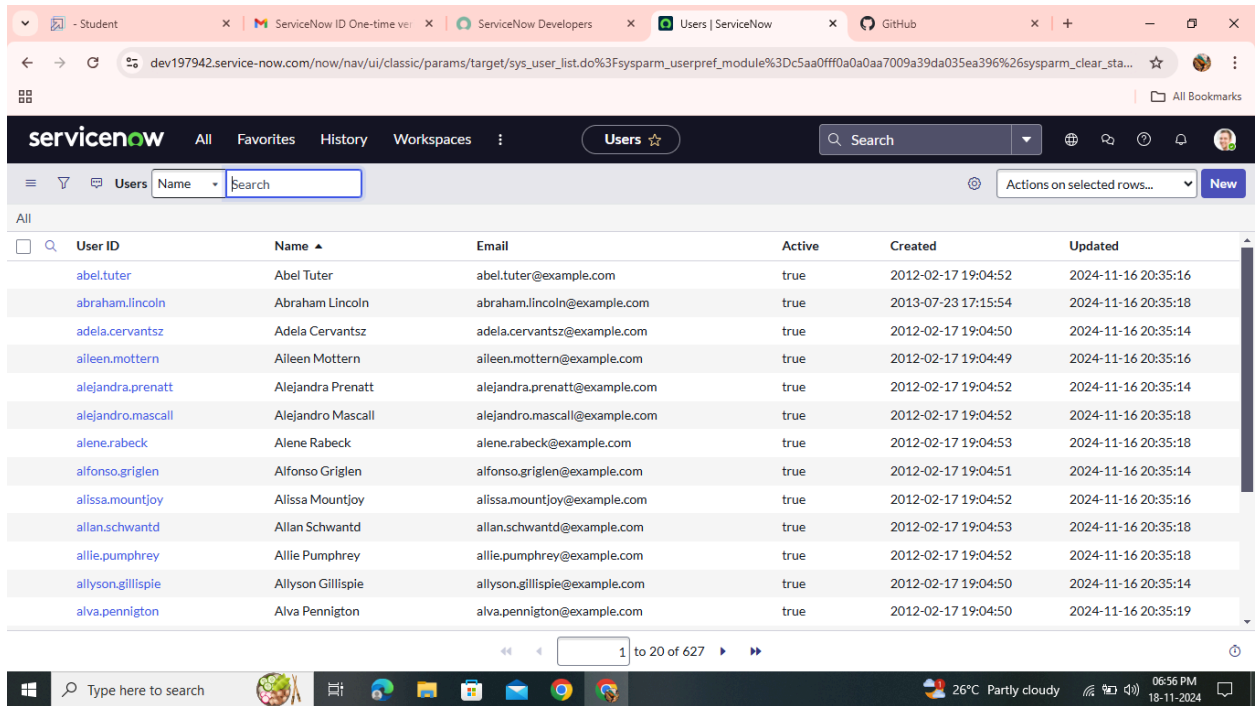
1. Open service now.



2. Click on All >> search for users
3. Select Users under system security



#### 4. Click on new

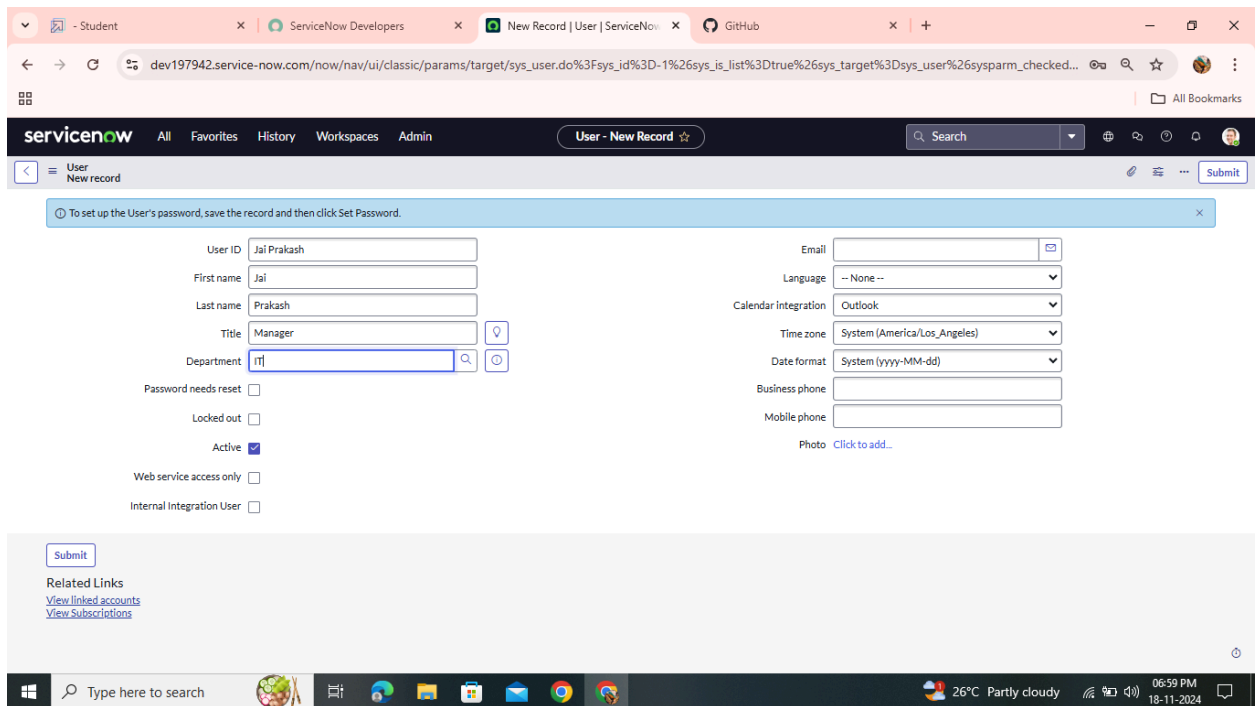


The screenshot shows the ServiceNow 'Users' list page. The 'New' button is located in the top right corner of the page, next to the 'Actions on selected rows...' dropdown. The table below lists existing users.

User ID	Name	Email	Active	Created	Updated
abel.tuter	Abel Tuter	abel.tuter@example.com	true	2012-02-17 19:04:52	2024-11-16 20:35:16
abraham.lincoln	Abraham Lincoln	abraham.lincoln@example.com	true	2013-07-23 17:15:54	2024-11-16 20:35:18
adela.cervantsz	Adela Cervantsz	adela.cervantsz@example.com	true	2012-02-17 19:04:50	2024-11-16 20:35:14
aleen.mottern	Aileen Mottern	aleen.mottern@example.com	true	2012-02-17 19:04:49	2024-11-16 20:35:16
alejandra.prenatt	Alejandra Prenatt	alejandra.prenatt@example.com	true	2012-02-17 19:04:52	2024-11-16 20:35:14
alejandro.mascall	Alejandro Mascall	alejandro.mascall@example.com	true	2012-02-17 19:04:52	2024-11-16 20:35:18
alene.rabeck	Alene Rabeck	alene.rabeck@example.com	true	2012-02-17 19:04:53	2024-11-16 20:35:18
alfonso.griglen	Alfonso Griglen	alfonso.griglen@example.com	true	2012-02-17 19:04:51	2024-11-16 20:35:14
alissa.mountjoy	Alissa Mountjoy	alissa.mountjoy@example.com	true	2012-02-17 19:04:52	2024-11-16 20:35:16
allan.schwandt	Allan Schwandt	allan.schwandt@example.com	true	2012-02-17 19:04:53	2024-11-16 20:35:18
allie.pumphrey	Allie Pumphrey	allie.pumphrey@example.com	true	2012-02-17 19:04:52	2024-11-16 20:35:18
allyson.gillisple	Allyson Gillisple	allyson.gillisple@example.com	true	2012-02-17 19:04:50	2024-11-16 20:35:14
alva.pennigton	Alva Pennigton	alva.pennigton@example.com	true	2012-02-17 19:04:50	2024-11-16 20:35:19

#### 5. Fill the following details to create a new user

#### 6. Click on Submit.



The screenshot shows the 'User - New Record' form in ServiceNow. The form is filled with the following details:

- User ID: Jai Prakash
- First name: Jai
- Last name: Prakash
- Title: Manager
- Department: IT
- Email: (empty)
- Language: -- None --
- Calendar integration: Outlook
- Time zone: System (America/Los\_Angeles)
- Date format: System (yyyy-MM-dd)
- Business phone: (empty)
- Mobile phone: (empty)
- Photo: Click to add...
- Password needs reset: ☐
- Locked out: ☐
- Active: ☒
- Web service access only: ☐
- Internal Integration User: ☐

The 'Submit' button is located at the bottom left of the form. Below the form, there are links for 'Related Links', 'View linked accounts', and 'View subscriptions'.

