Grow with

ProgramEM

REGISTER TODAY

ServiceNow Development

ProgramEM Designed & Developed at Sotiotech, October 2022

What is ServiceNow

ServiceNow is a cloud-based platform that has become a quintessential solution for enterprises across the globe. In other words, it is a tool used by enterprises to manage their service requests, asset management & many more capabilities to enable their work to be managed more efficiently. ServiceNow has many modules of which few are mentioned below.

- ITSM

- ITAM

- ITOM

- GRC

Out of these modules, ITSM is a widely used module therefore our focus would be more on ITSM throughout our program engagement.

ProgamEM begins with getting to know ServiceNow Development. Before beginning the program, we recommend you go through cloud computing concepts.

Please be aware that there are certain immediate tasks that need to be done after you begin the program.

For your convenience, we have listed those below. Please follow the instructions as is.

Create Your Digital Identity

Digital identity is the manifestation of your existence in this day & age. The identity we require is for professional purposes. LinkedIn is the best platform currently in the market to create a digital professional identity.

Step - 1 **Create LinkedIn ID**

To create an ID on LinkedIn go to the website www.linkedin.com/login
or download the LinkedIn app onto your mobile devices.

If you are already on LinkedIn, move to step - 2.

Step - 2 **Follow Sotiotech**

After you have created your LinkedIn ID you need to build your professional network. The network is built by following people or companies therefore we suggest you follow us either by searching 'Sotiotech' on the LinkedIn search bar or by opening our LinkedIn page www.linkedin.com/company/sotiotech/

As mentioned earlier these steps are very necessary to get you started in the program. so far you got the identity, started building a professional network & now move to the next step

Step - 3 **ServiceNow Fundamentals Training**

Begin **the "ServiceNow Fundamentals On Demand"** Course. This course is the basis of learning ServiceNow. It is mostly a video-based course estimated time taken to complete is 15 hours.

Note: This course should be completed before 30th Oct 2022 for your participation in the program to remain active.
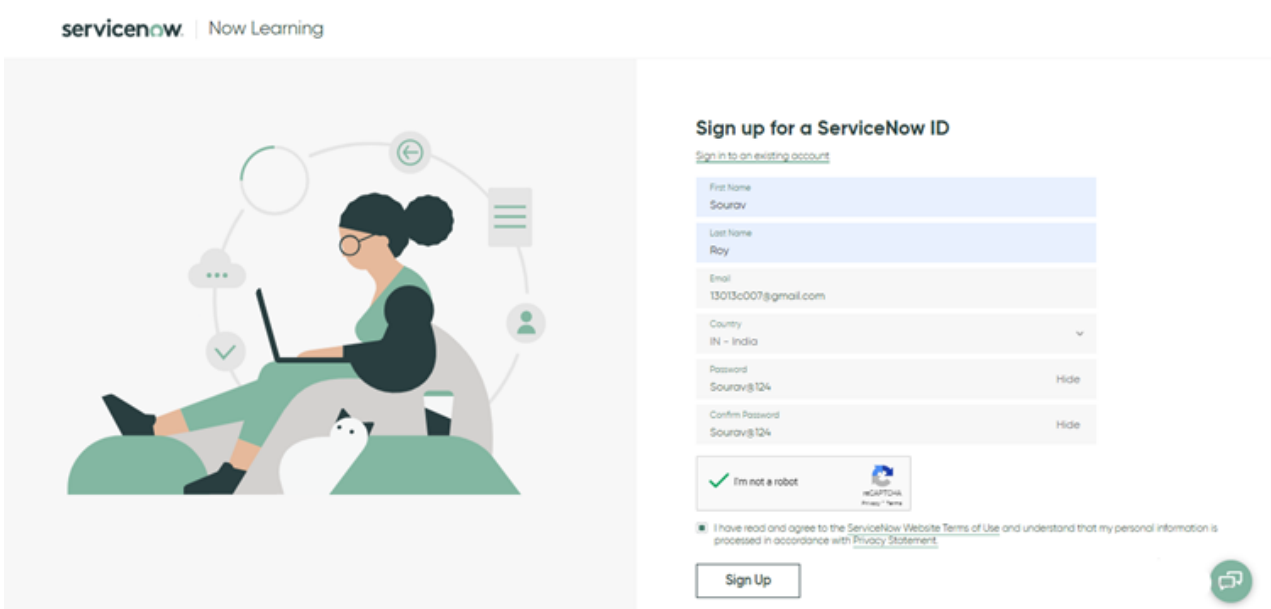
Step - 4 Registration for ServiceNow Fundamentals on Demand course

Open the following link https://nowlearning.servicenow.com/lxp & sign up, see the below figure to know more.
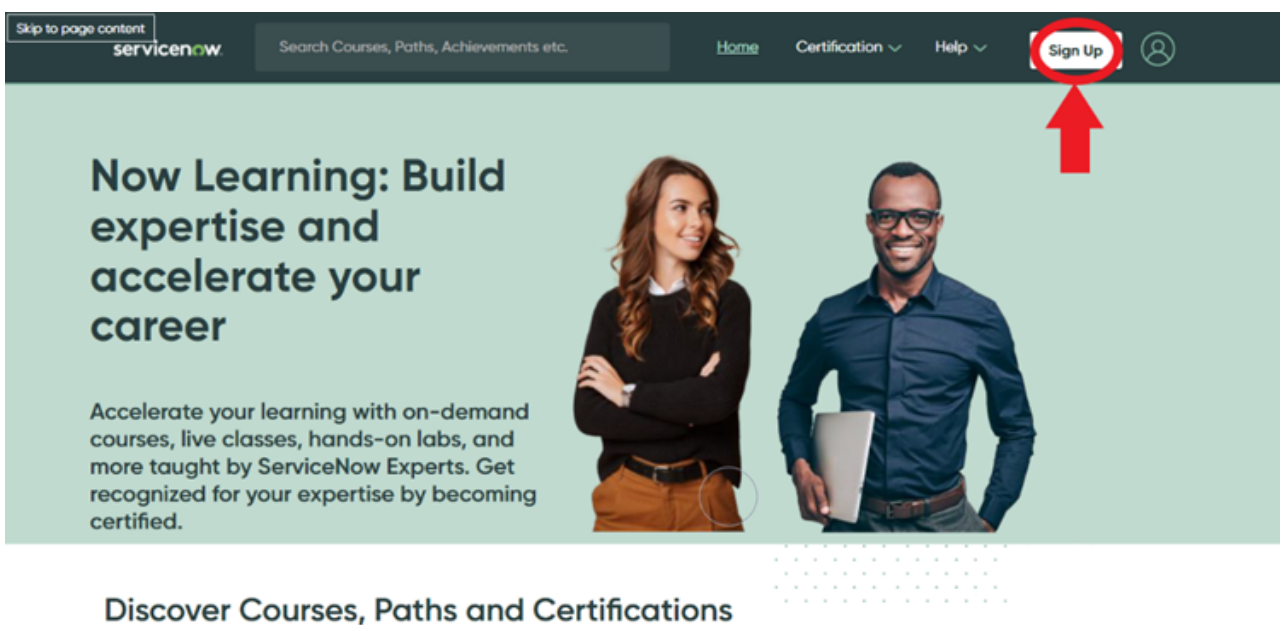
Step - 5 Sign Up

Once you click on sign up the following page will be popped up, fill in the details accordingly & click on sign up at the bottom of the filled-up form.


Step - 6 Email Verification

Following your sign up the system will verify your email before granting access to the now learning platform. Open your email and click on the verification link, you will be redirected to the following page shown in below figure.

Verify Email

If clicking on the above button does not work, please copy and paste the URL below in a browser to verify your email address:

Please Note: The above link is valid for **1 day**

Manage MFA Preferences

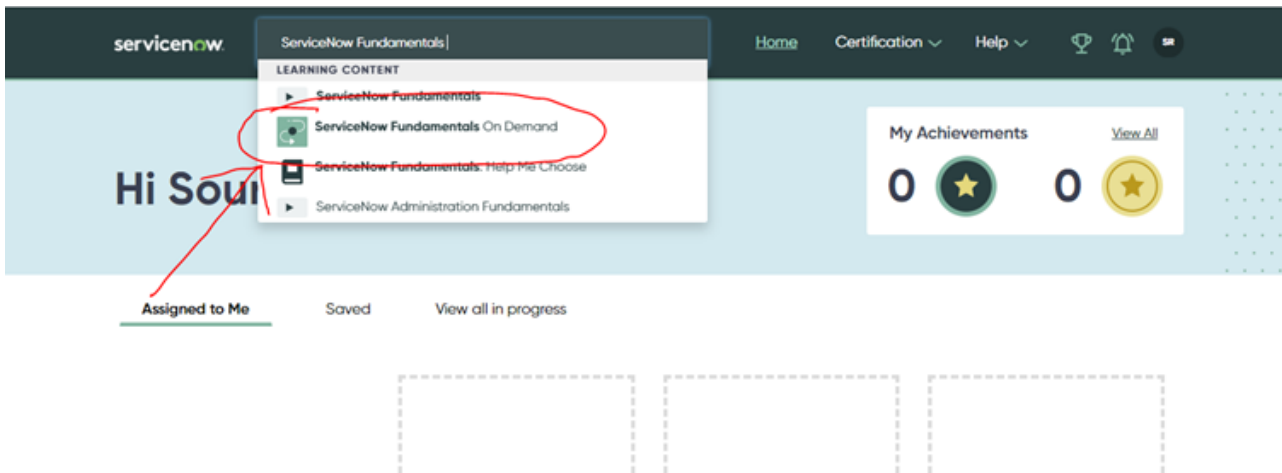Want to save time? Enable SMS Authentication or Authenticator App
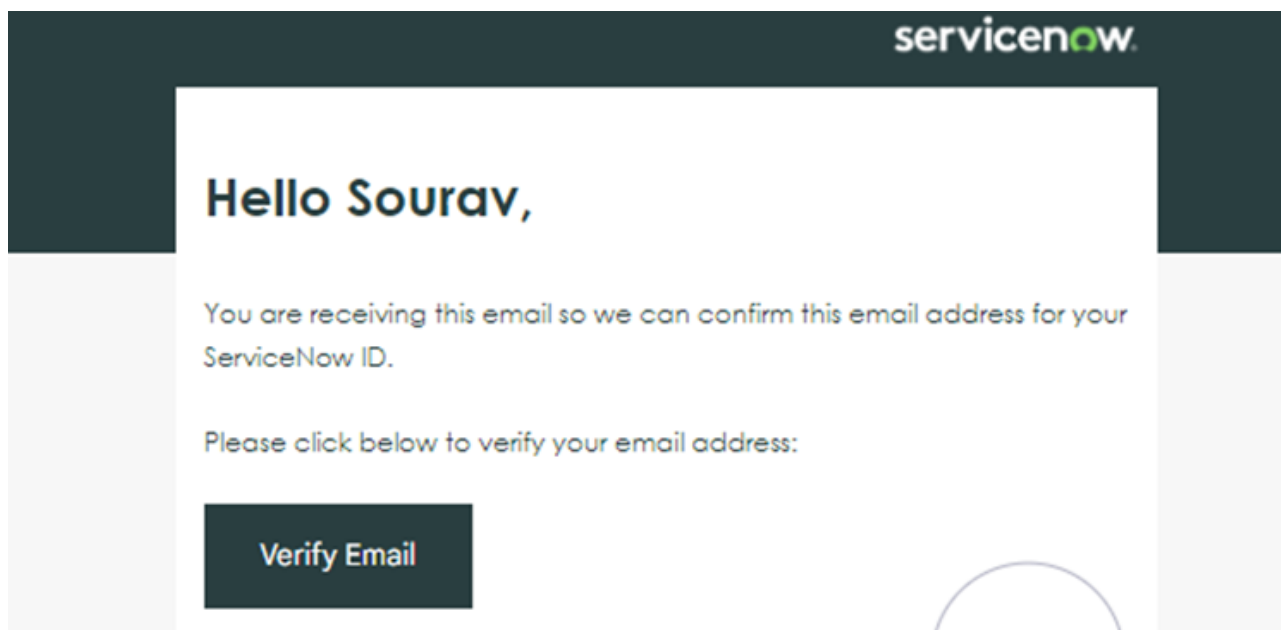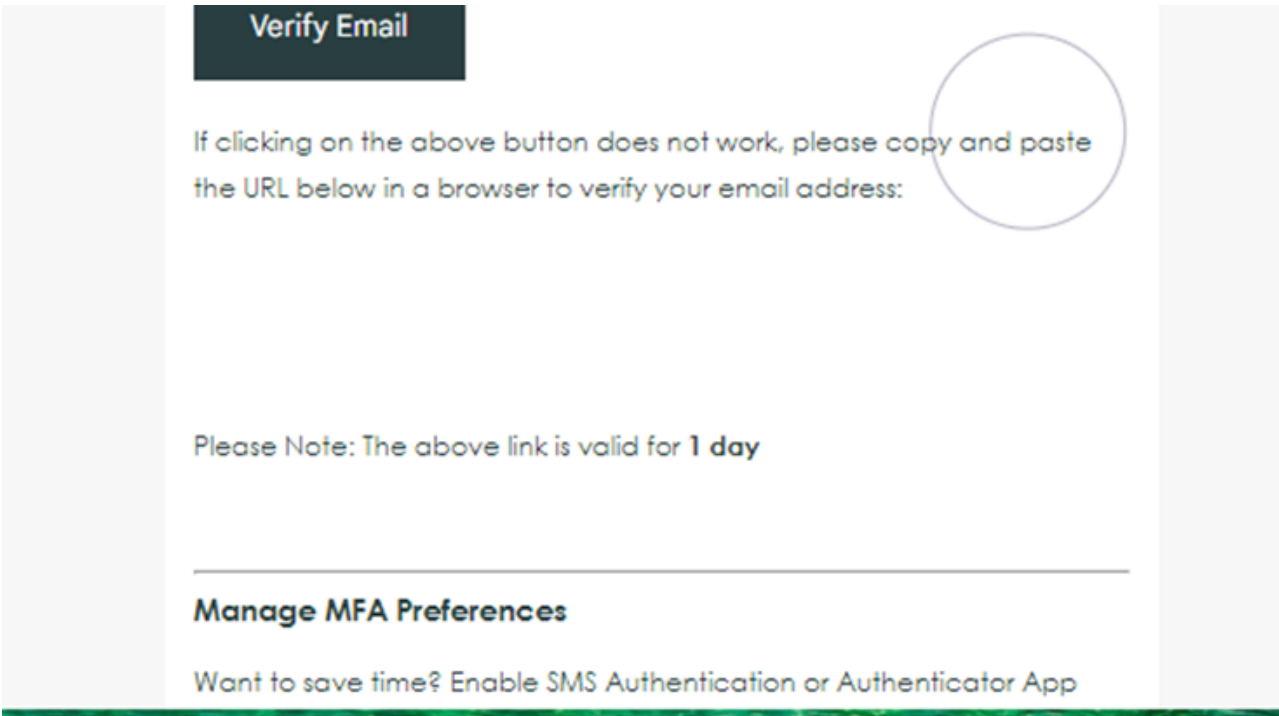
Step - 7 Login to your Now Learning Account

Following your email verification, you will be required to login to the Now learning account. Refer the below figure.
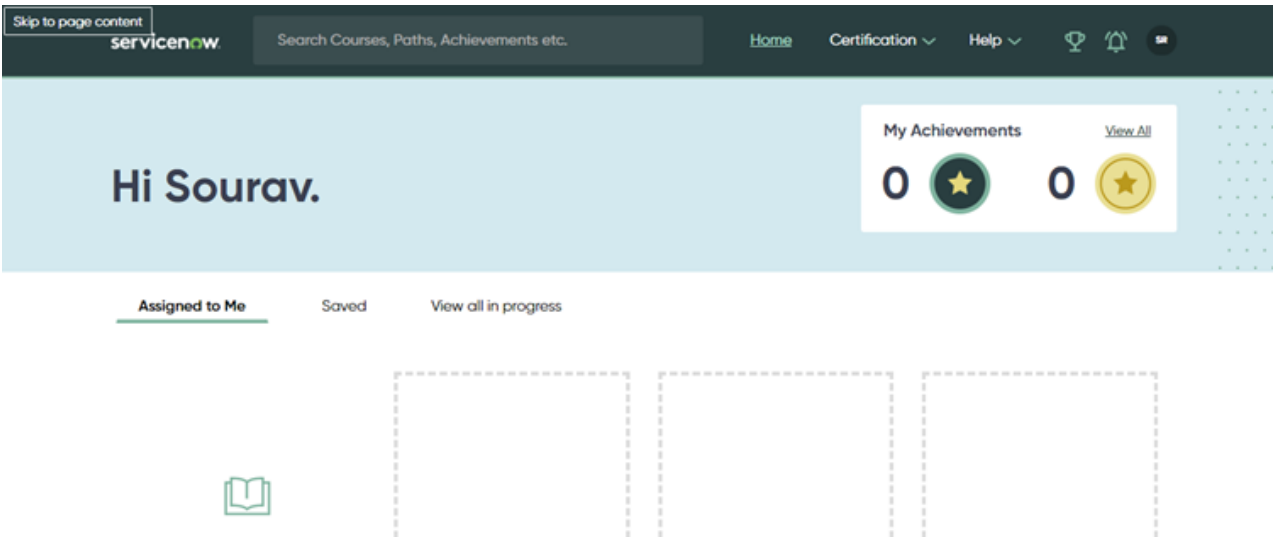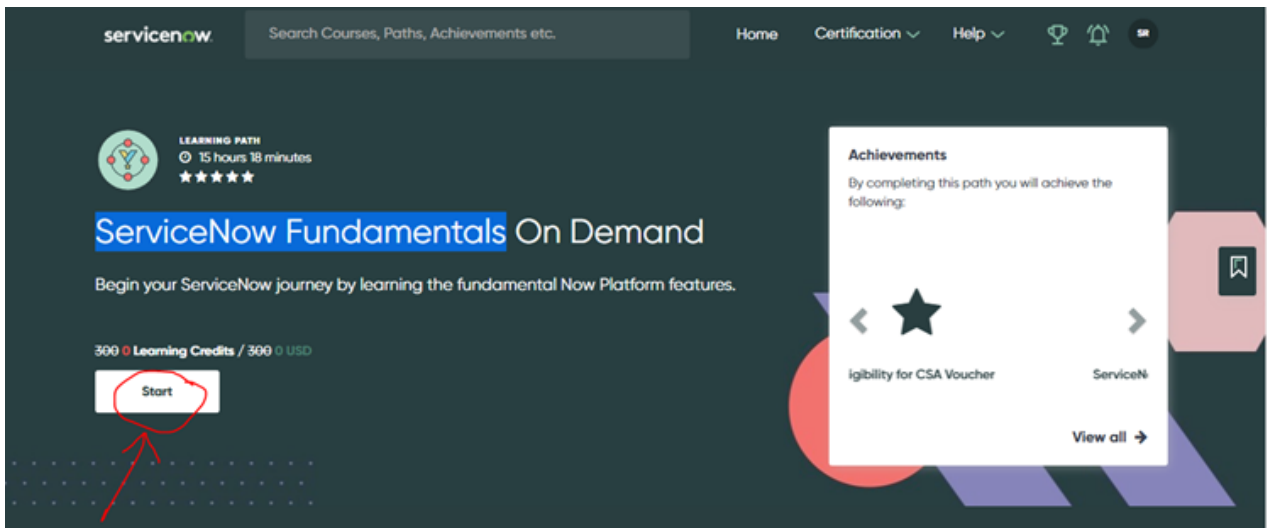
Step - 8 Search "ServiceNow Fundamentals On Demand"

Refer to the below figure to search for the course.

Step - 9 Start the course

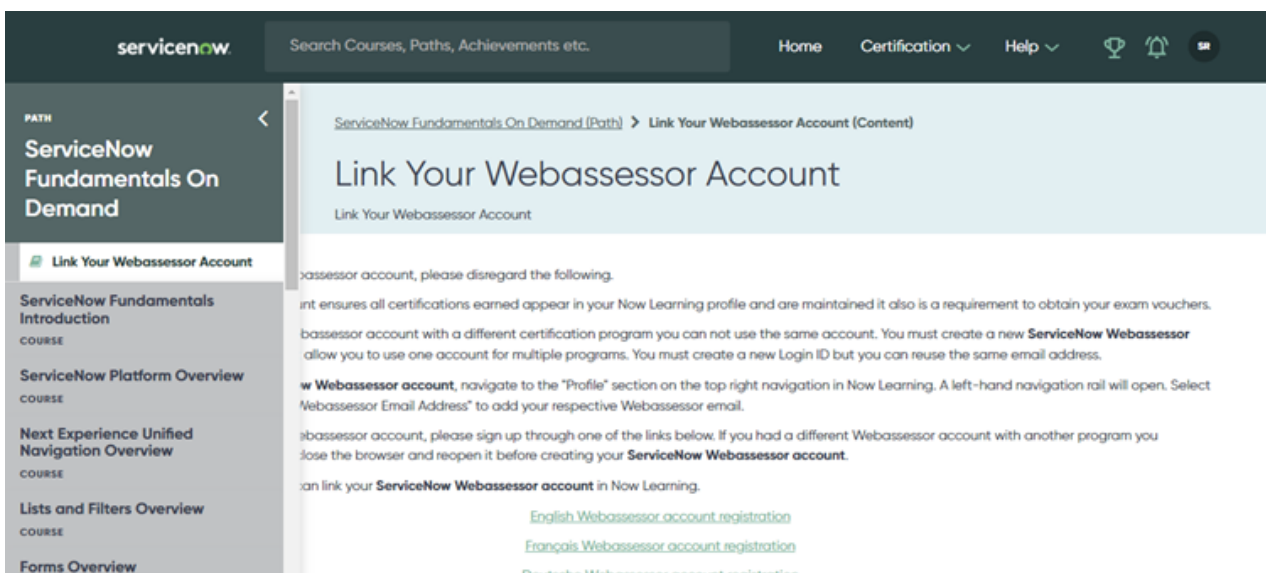Refer to the below figure to search for the course.

Further, you will be directed to accept all terms and conditions then click Enroll.

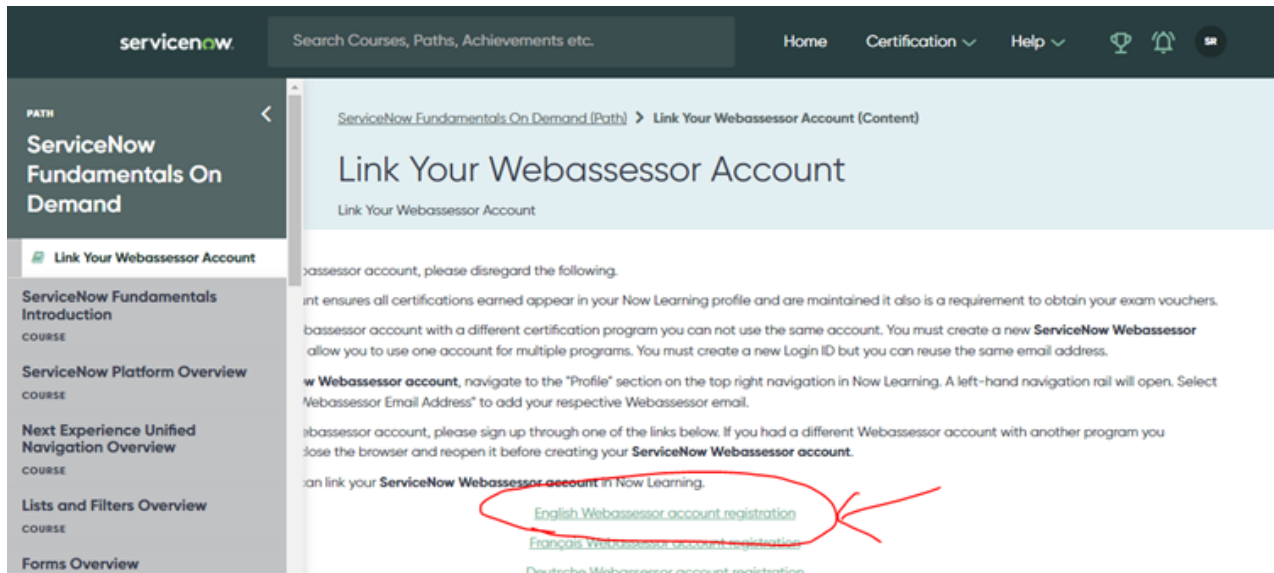Refer to the following figures for more details.
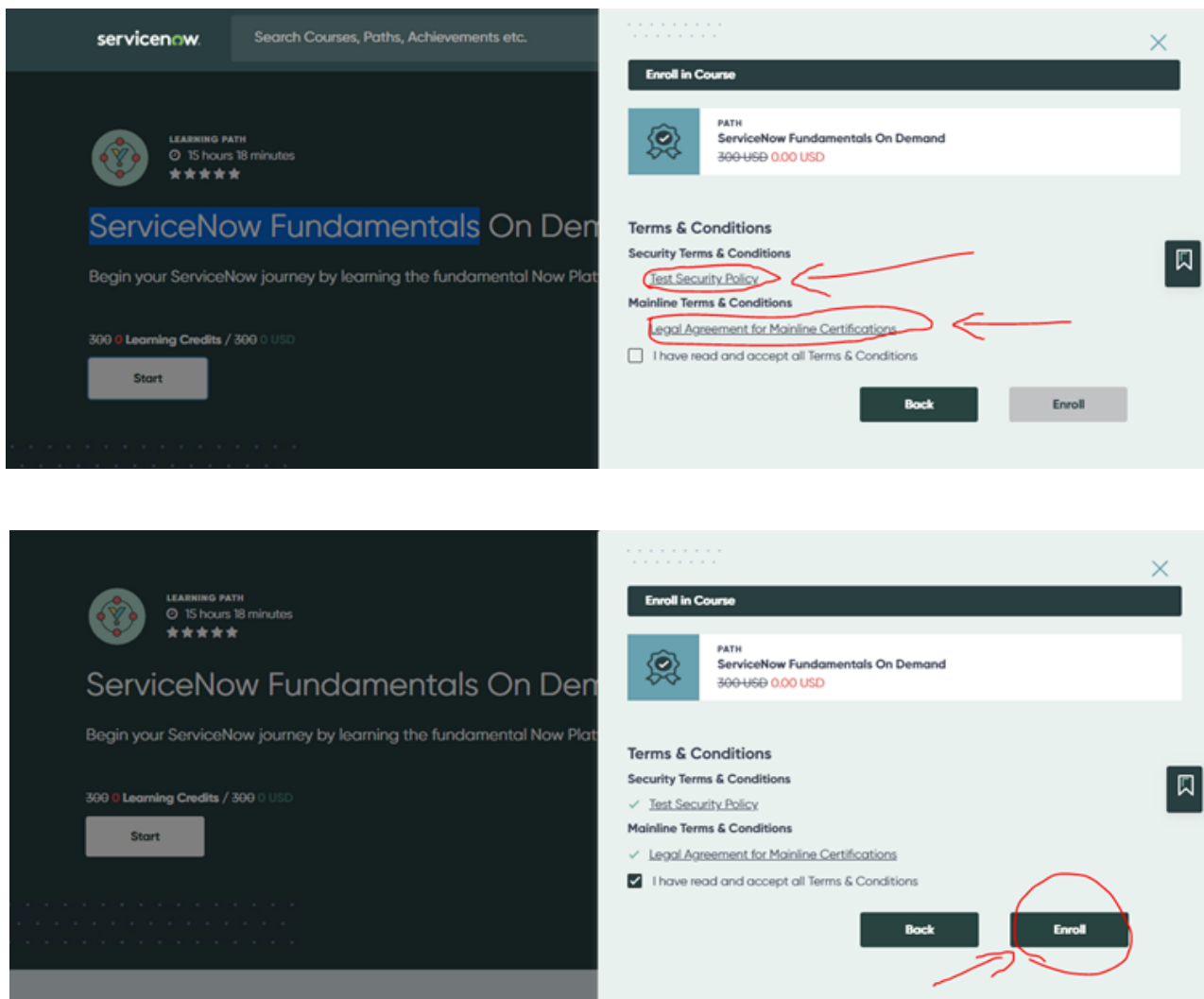
After you clicked on 'Enroll' the course will begin & you will see the following screen.

Step - 10 Create Webasessor account from the first module of the course.

Webasessor account is needed by the system to track your progress. Create a Webassessor account from the first module, refer to the below screenshot.

Right-click on the "English Webassessor account registration" and open in new tab. It will open the following page. Create a new webassessor account.

Step - 11 Fill in the details in the form.

Note: Give the name and address which have proper id Proof and give the same Gmail which you have created and started learning the course in now Learning.
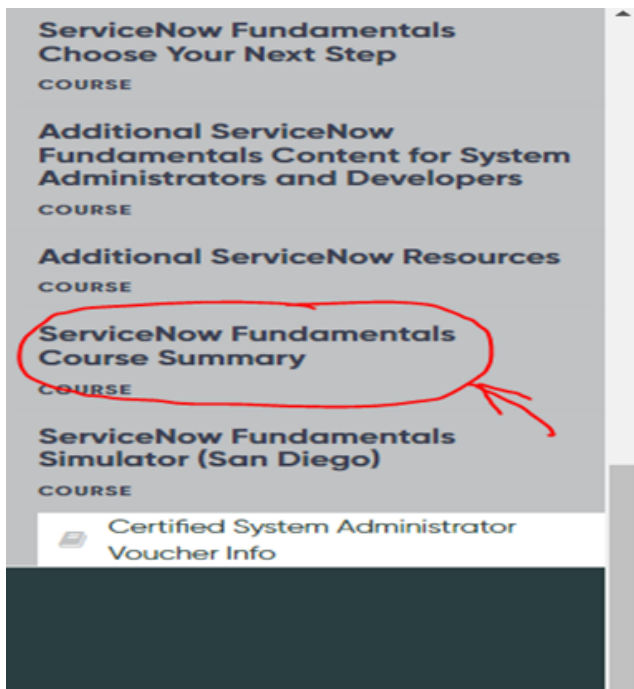
servicenow.

Login: _____ .

Must be an email address or alphanumeric characters.

Password: The password must be at least 8 characters long and contain at least one uppercase character, one lowercase character, one digit, and one special character: !@#$£%^&*()[]{}
(e.g., "johnSmith6$")

_____ .

Re-Enter Password _____

Legal First Name: When taking an exam at a testing center, the name on your two forms of identification must match exactly with your name as specified below. Additionally, all identification must be current. Expired identification will not be accepted.

_____ .

Legal Last Name: _____ .

Email Address: _____ .

Primary Phone: _____

Address Line 1: _____ .

Address Line 2: _____

City: _____ .

Province/State: N/A ▼ .

Postal Code: _____ .

Country: United States ▼ .

Client Specific Fields:

Certification Verification Portal Opt-In: I agree to add my name and certification statuses to the public certification verification portal.   --Select-- ▼ .

Save   Cancel

Step - 12 Go back to the previous tab to complete the course.

Note: The course index will appear on the left-hand side of the screen and it will show the progress & percentage of completion. You will be required to complete the course up to "ServiceNow Fundamentals Course Summary". See the below figure

You will be required to complete the module in the course "ServiceNow Fundamentals Simulator (San Diego)".

For reference please go through the following YouTube Playlist link.

https://bit.ly/3eUFi5l

To build your career further, please subscribe to our Youtube channel for updates & Professional Development Programs.

Step - 13 Voucher Generating

The voucher will be generated after 100% completion of the modules, you can see the progress on the top left index bar. You can check your voucher in the "My Voucher" section of your Profile.
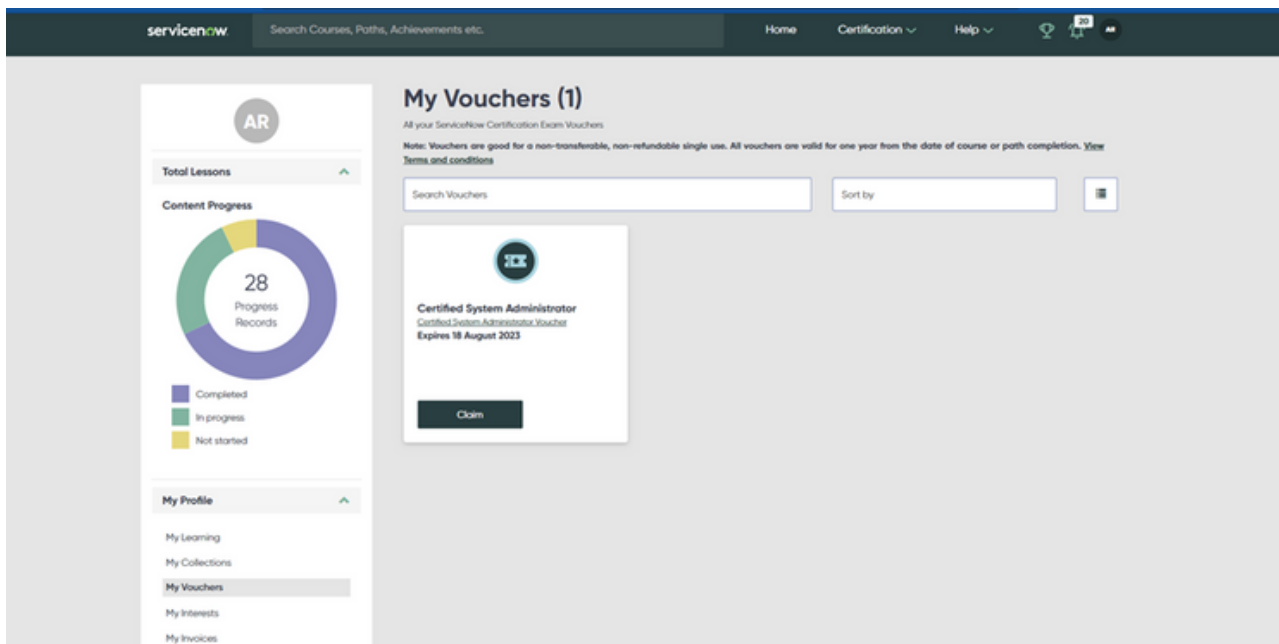
You have to click on the claim button on your voucher. It will show the voucher code.
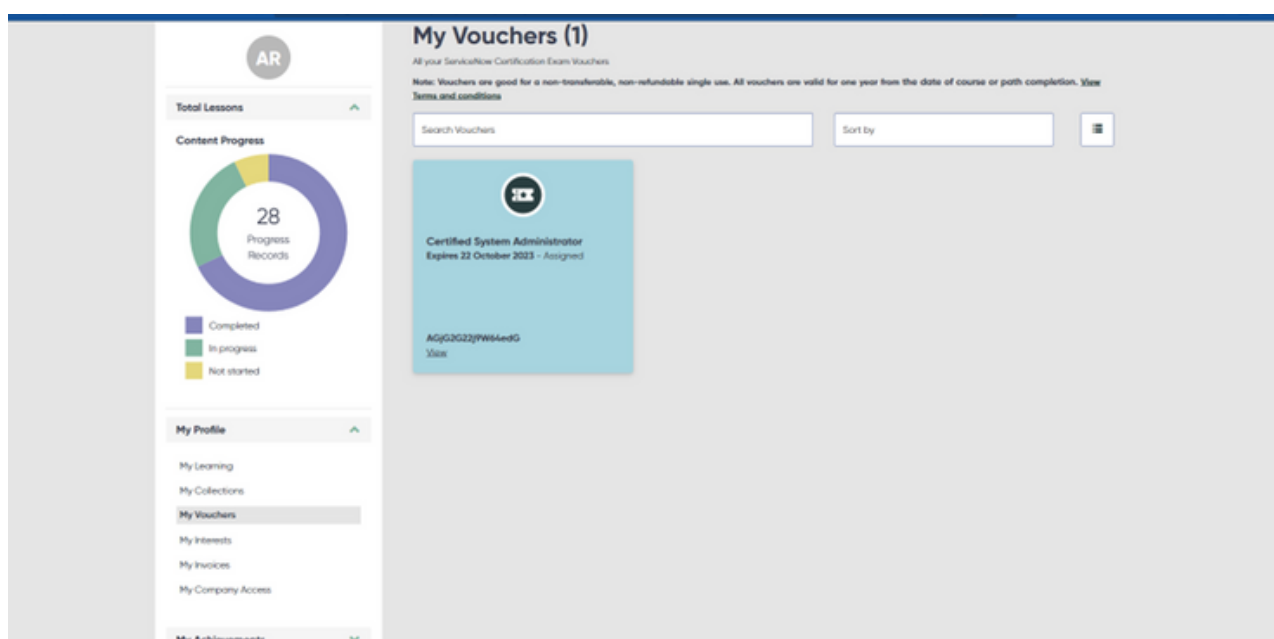
You have successfully claimed your Certified System Administrator Voucher. Your voucher code will be sent to the email address in your Now Learning account. The voucher code can be viewed from the **MyVouchers** page of your profile.

You have one year from the date of course completion to obtain your voucher from the MyVouchers page and complete the certifications exam through Webassessor.

Voucher Policy:

This is one-time use, non-transferable, non-refundable certification exam voucher redeemable in Webassessor for the initial attempt of an exam. Review our Certification Candidate Journey Guide and the entire Voucher Policy to ensure you don't forfeit the voucher.

Note: You will come to know how to schedule CSA exam using Webassesor ServiceNow account sooner or later.

For Further Queries

Email us at

connect@sotiotech.com

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You can visit us at

www.sotiotech.com

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Collaborate, Execute & Impact