

# INTERNSHIP AT SERVICENOW ADMINISTRATOR




Date	25 June 2025
Team ID	LTVIP2025TMID29036
Project Name	Streamlining Ticket Assignment for Efficient Support Operations
Maximum Marks	5 Marks

## USERS

### 1.1 Create Users:

1. Open service now.
1. Click on All >> search for users
2. Select users under system security
3. Click on new
4. Fill the following details to create a new user
5. Click on submit and make current

User  
Manne Niranjan



UpdateSet Password

User ID

manne.niranjan


First name

Manne


Last name

Niranjan

Title



Department



Calendar integration

Outlook

Time zone

System (America/Los\_Angeles)

Date format

System (yyyy-MM-dd)

Business phone

Mobile phone

Photo

[Click to add...](#)

Password needs reset

☐

Locked out

☐

Active

☒

Web service access only

☐

External Integration User

☐

6. Click on submit.
7. Create one more user with the same details.
8. And next,Click on submit.