

## STEPS TO CREATE AN INSTANCE FOR SERVICENOW APPLICATION

1. Go to [developer.servicenow.com](https://developer.servicenow.com)
2. Click on Sign up and Start Building
3. Enter Firstname --> Lastname --> emailId --> Country --> Password-> Click on "I'm not a robot"
4. Check the agreement checkbox and click sign up.
5. Go to your mailbox and click Verify Email from Servicenow mail
6. Click on the Login button from servicenow page.
7. Check your mail id and click next.
8. Enter the password and click Sign in button
9. Select -> "Yes I need a developr oriented IDE" and click next
10. Check on Developer CheckBox and Agreement Check box and Click Finish Setup.
11. Click on Start Building and wait till setting up the instance process is over.
12. You will get a pop window with "Your instance is ready!"

Example: <https://dev60771.service-now.com>

Username: admin

Current password: dsw2q!\$JSI5D

Note: Copy the instance url, username and current password to a notepad.

13. Click on Open Instance
14. Click Agree on the Enable Analytics pop up window  
Note: If you get any pop up after to this, click next and proceed
15. Click All and search as "Users" in Filter navigator
16. Select Users from System Security --> Users and Groups --> Users
17. Select UserID from "Users" dropdown and enter "admin" in search field and press enter
18. Click on the first found admin from the list.
19. Click on "Change Password" link
20. Enter Old Password
21. Enter New Password
22. Retype the new password
23. Click on Change Password
24. Click on System Administrator profile picture
25. Click Logout
26. Login with your new password

## WHAT CAN YOU DO, IF YOUR INSTANCE IS HYBERNATING?

If your id got hibernated, do the following steps to wake up.

- a. Enter the url and you will directed to the instance hibernating page.
- b. Click on Sign in button.
- c. Enter the emailid and password associated with the created instance.
- d. Click on Sign in
- e. After waking up the instance click Start Building
- f. Enter your userName and password and click logIn.