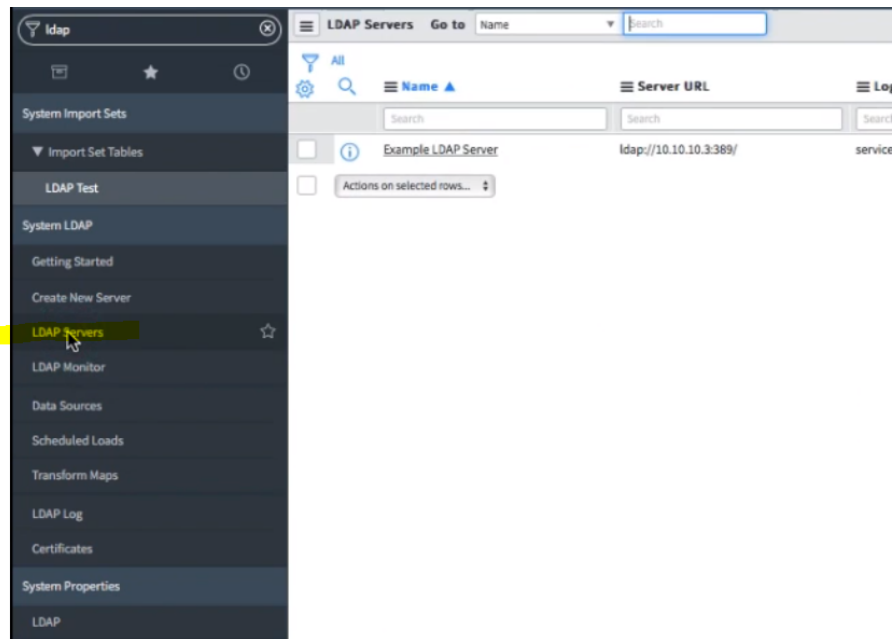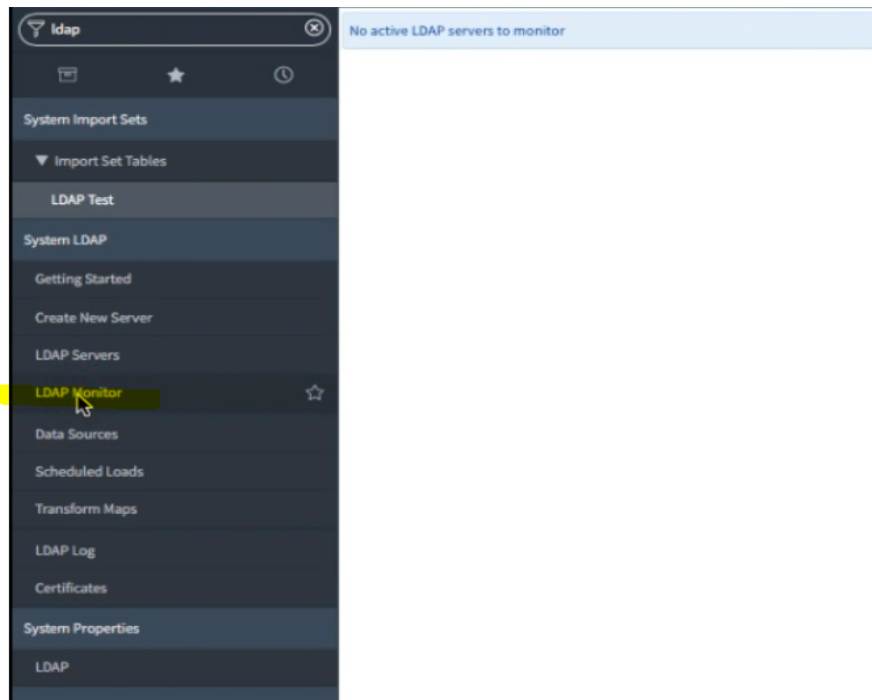Under the module **System LDAP**, go to **LDAP Servers**:
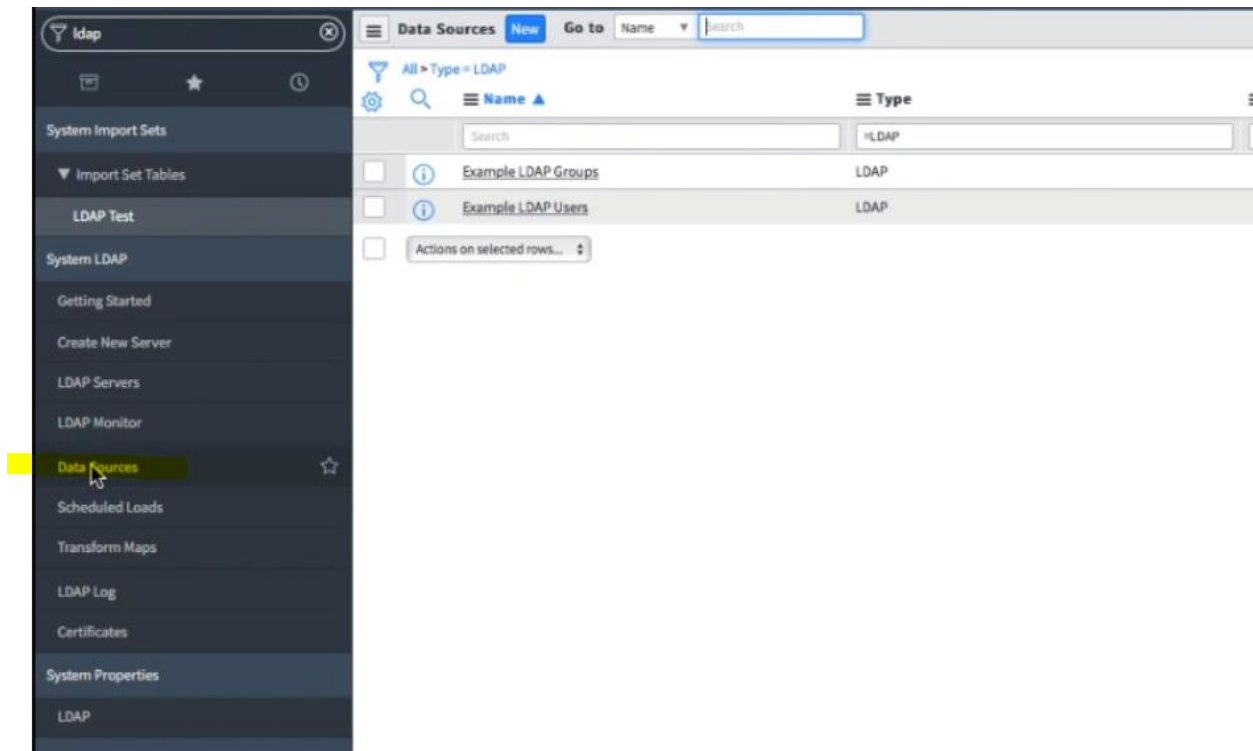

…this will list all the active LDAP Servers that have been configured in the instance.

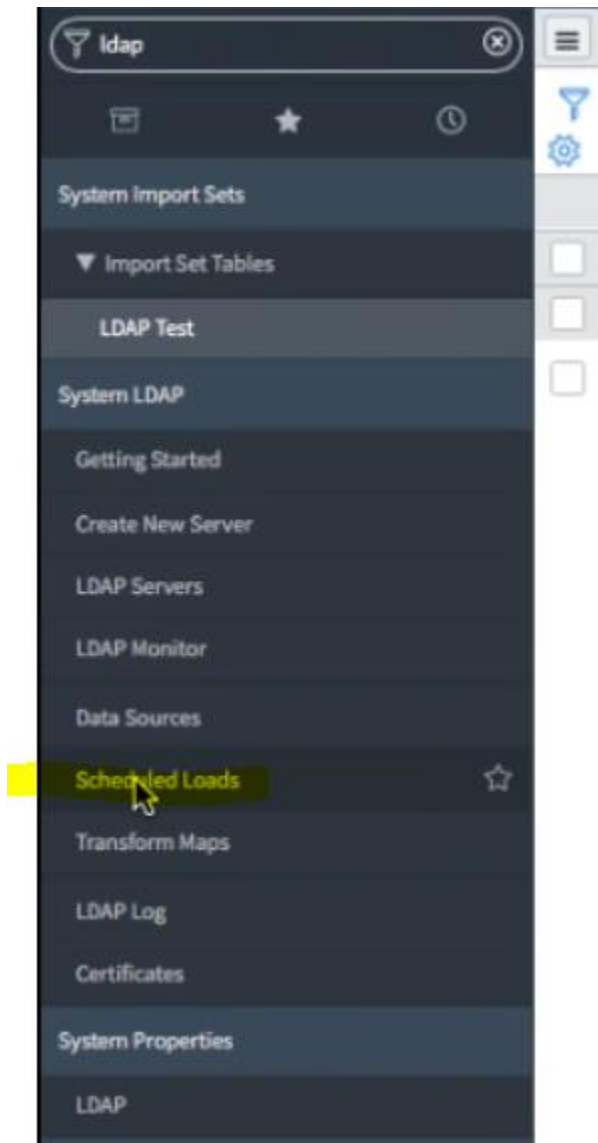There is also LDAP Monitor to show the status of the LDAP Servers:

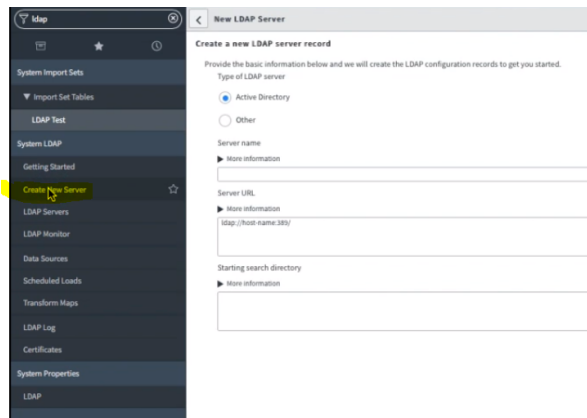Then we have **LDAP Sources**, which lists the Data we wish to import:

…in this case, it is the Groups and Users of an organization.

If we wish to run imports frequently and schedule them, we have the module called **Scheduled Loads**:

To create a new LDAP Server:

Step One: Create New Server

…fill out the fields as desired:

…then click on Submit. Now we have a new LDAP Server record:
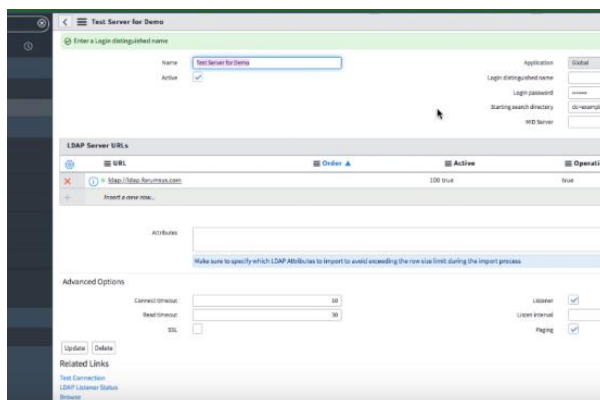
…here we have the form for the newly created LDAP Server.

Step Two: Create a **Login distinguished name**, as well as **Login password**:

Bind DN: cn=read-only-admin,dc=example,dc=com
Bind Password: password

↓

Application	Global	ⓘ
Login distinguished name	cn=read-only-admin,dc=example,dc=com	
Login password	••••••••	
Starting search directory	dc=example,dc=com	
MID Server		🔍

…this way, we enable ServiceNow to log in to the LDAP server.
Now we right-click and Save to Test the Server:

< ☰ Test Server for Demo

⊘ Connected Successfully

Name	Test Server for Demo
Active	✔

LDAP Server URLs

The LDAP Server has now been successfully configured!