508sm
SERVICE MEETS EXCELLENCE

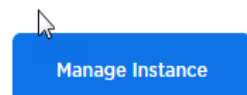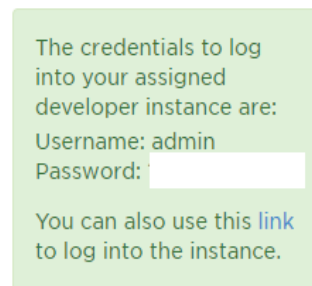**How to obtain a free Instance**

Preparation before class starts:

a. Register at: https://developer.servicenow.com/app.do#!/home (Madrid Version is preferred)

b. Request an Instance after you register. The Instance is your personal playground
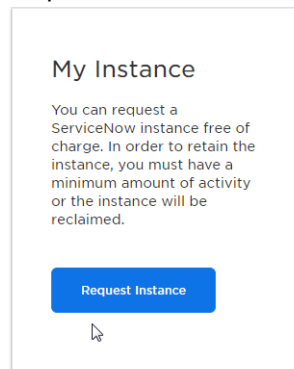
c. Get your credentials and log into your instance

d. After you have successfully logged into your instance, activate the Project Portfolio Suite with Financials plugin
   i. System Definitions >Plugin > Project Portfolio Suite with Financials
   ii. Click on Install and check the box for Demo Data (to activate the plugin and load demo data). It might take a while to load all the components