

Activity - 2: Create Users

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

< ≡ User
Jai Prakash

✎ ⚙ ⋮ Update Set Password Delete

User ID

Jai.Prakash

First name

Jai

Last name

Prakash

Title

Manager

🔗

Department

IT

🔍

📌

Password needs reset

☐

Locked out

☐

Active

☒

Web service access only

☐

Internal Integration User

☐

Email

✉

Language

-- None --

▼

Calendar integration

Outlook

▼

Time zone

System (America/Los_Angeles)

▼

Date format

System (yyyy-MM-dd)

▼

Business phone

Mobile phone

Photo

[Click to add...](#)

6. Click on Submit.