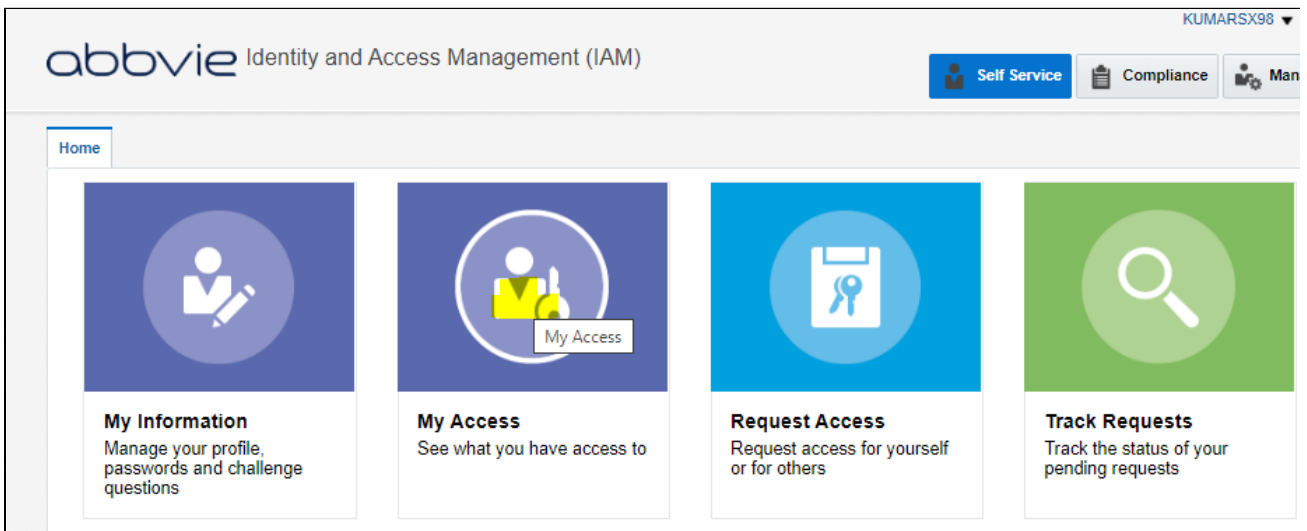


How to Create/Request a Service Account (Windows-Old Process) ?

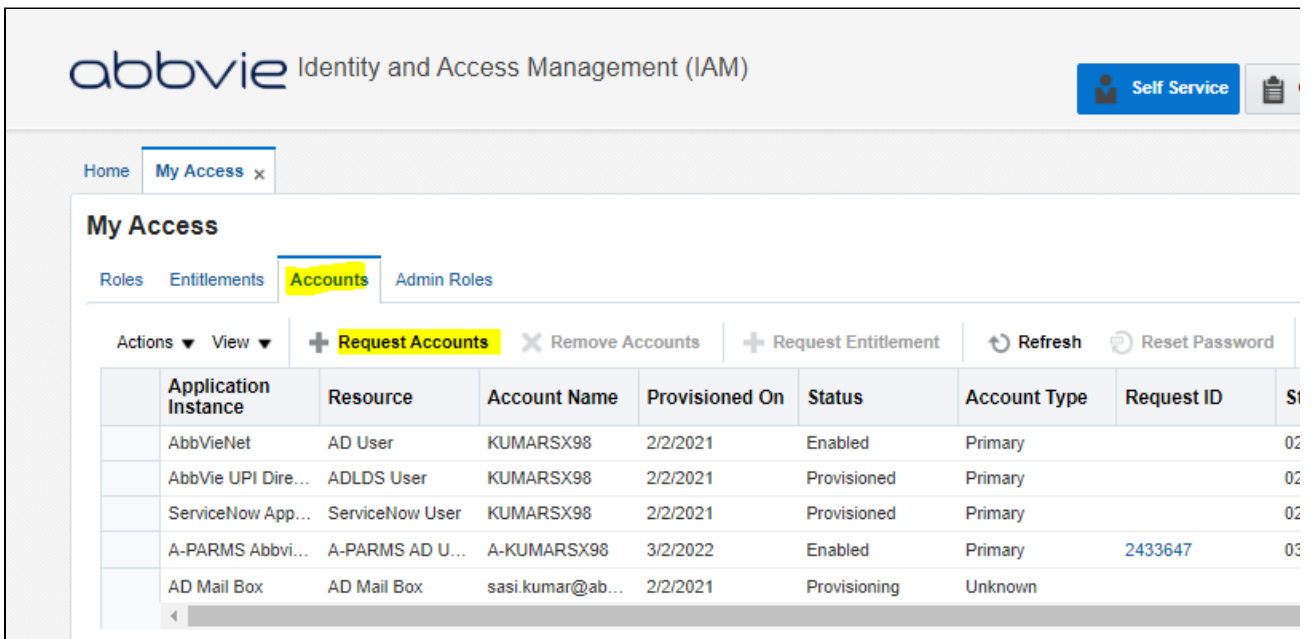
Anyone can create the request but "Only employees can be the owners of service accounts"

Step-by-step guide

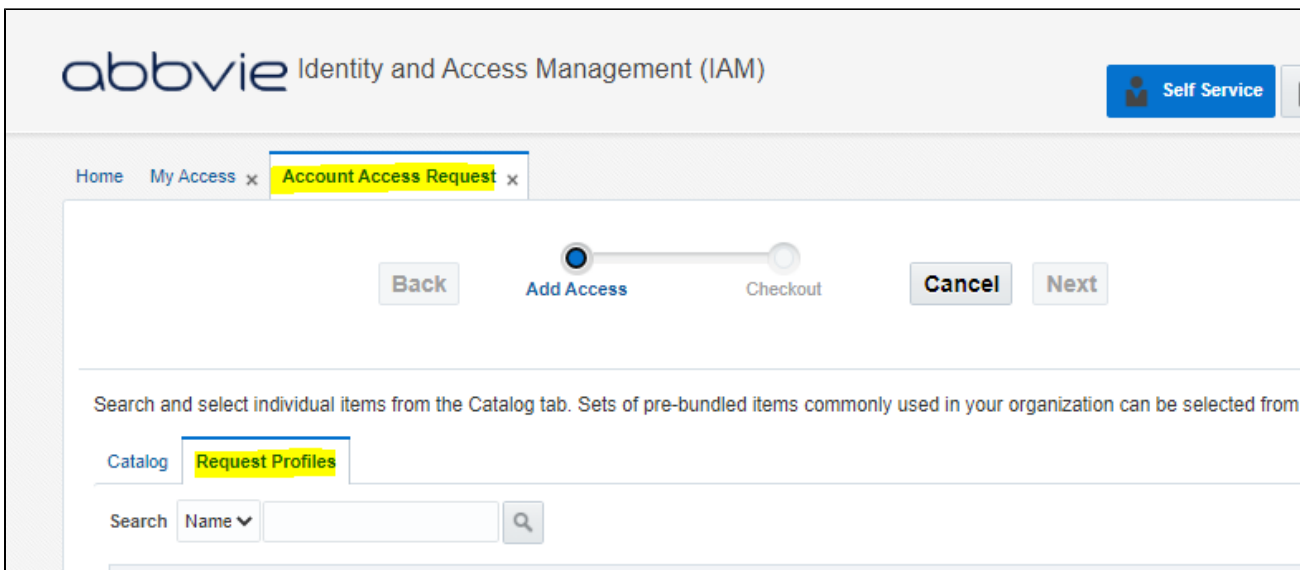
1. Go to **go/idm** in the browser
2. Click on **My Access** icon



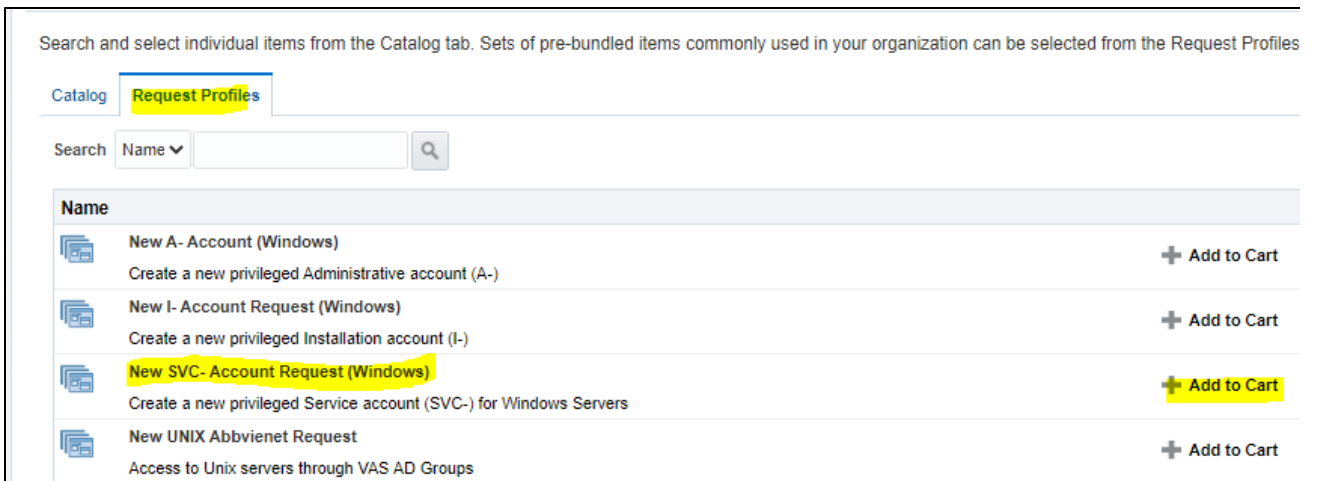
3. Click on **Accounts** tab and select **Request Accounts**



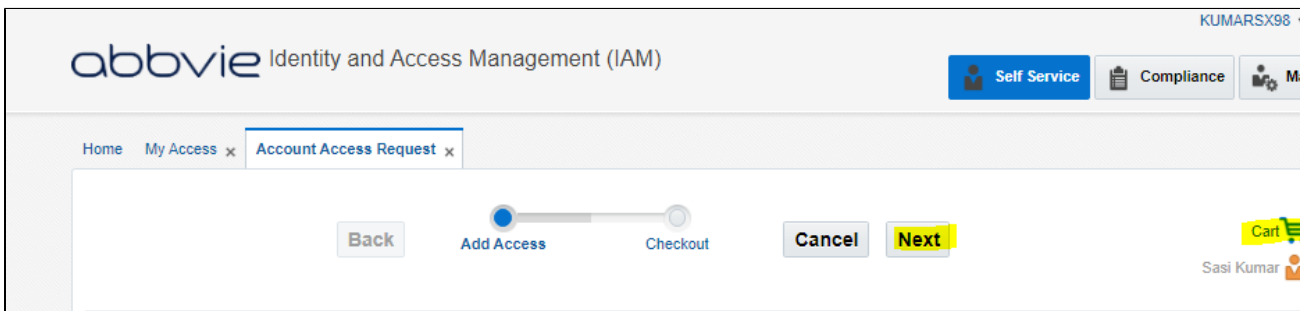
4. Under **Account Access Request** click on **Request Profiles** tab



5. Under **Request Profiles**, Click on **Add to Cart** next to **New SVC-Account Request (Windows)**



6. Once the cart gets updated click on **Next**



7. Fill the Mandatory fields like **Justification**, **Service Account Name** and **Service Account Owner** (by clicking on search icon and provide necessary fields). Only employees can be owners of service accounts.

Cart Details

SubmitSave As...

Request Information

Justification *

Cart Items

Display Name

SVC PARMS Abbvienet Account

SVC-PARMS Abbvienet Account

X

Request Details SVC PARMS Abbvienet AccountUpdate

Details

* Service Account Name SVC-

Please enter name of only 1 service account. Do NOT include "SVC-" in front of service account name, it is already added as a prefix.
Note1 Please do NOT use your ad511 or UPI as service account name.

* Service Account Owner

Note2 Only employees can be owners of service accounts.

[SVCPARMSFormV9UD_SVCADUSC](#)

8. Once after providing the necessary details, click on **Update** and you can observe **Display Name** turning green tick and finally click on **Submit** will create a request .

Cart Details

SubmitSave As...

Request Information

Justification *

Cart Items

Display Name

SVC PARMS Abbvienet Account

SVC-PARMS Abbvienet Account

X

Request Details SVC PARMS Abbvienet AccountUpdate

Details

* Service Account Name SVC-

Please enter name of only 1 service account. Do NOT include "SVC-" in front of service account name, it is already added as a prefix.
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