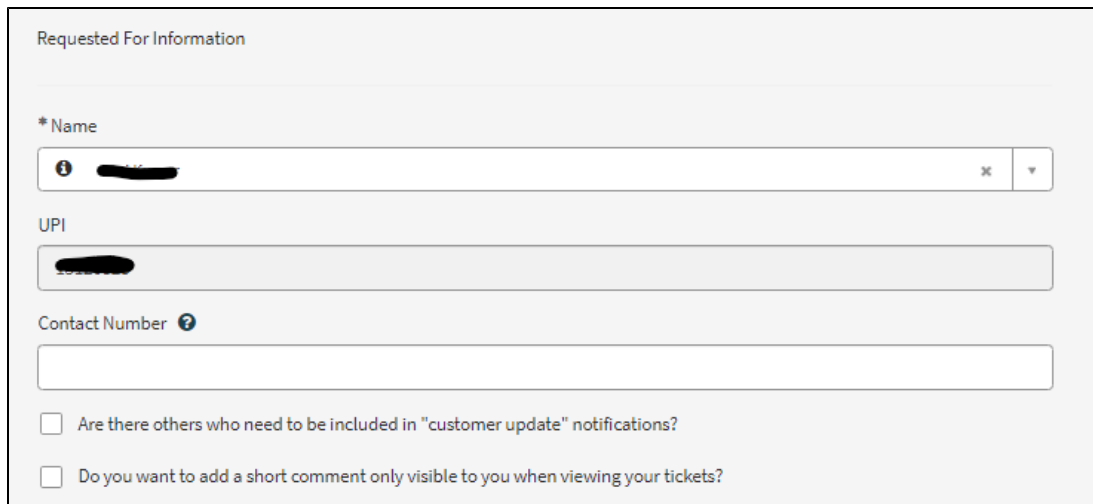# How to Create/Request a Service Account for Windows (SNOW)

> *Anyone can create the request but "Only employees can be the owners of service accounts"*
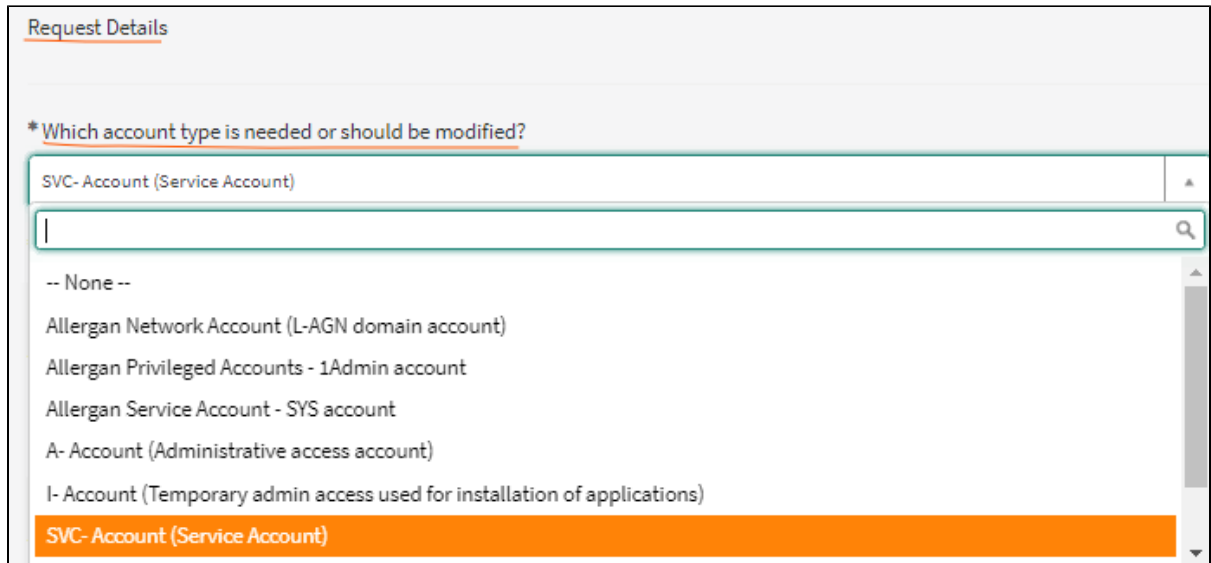
Step-by-step guide

1. Click on the link to open the form.

2. In the **Requested For Information**, any user can raise the request.

3. Under Request details, select the **SVC-Account (Service Account)** under *Which account type is needed or should be modified?*

4. Enter the Service Account Name without SVC- under *Service Account Name SVC-.*

* Service Account Name SVC- ❓

'SVC-' will be automatically added, don't prefix it

5. Select the **Owner** from the list. *Only employees can be owners of service accounts.*

* Owner ❓

6. Select the **App ID** from the list

* App ID

7. Enter the **Reason For Request** in the given field.

* Reason For Request