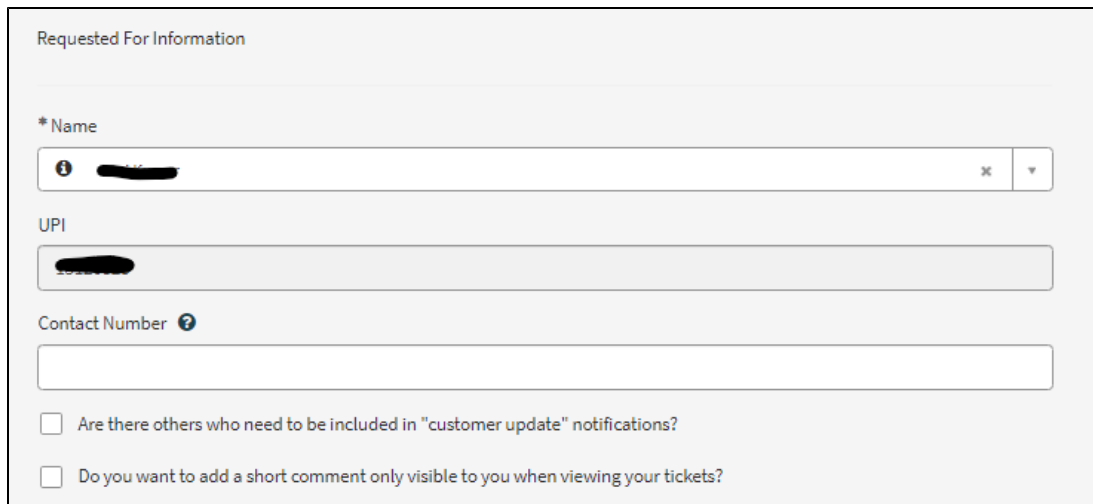


# How to Create/Request a Service Account for Windows (SNOW)

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

## Step-by-step guide

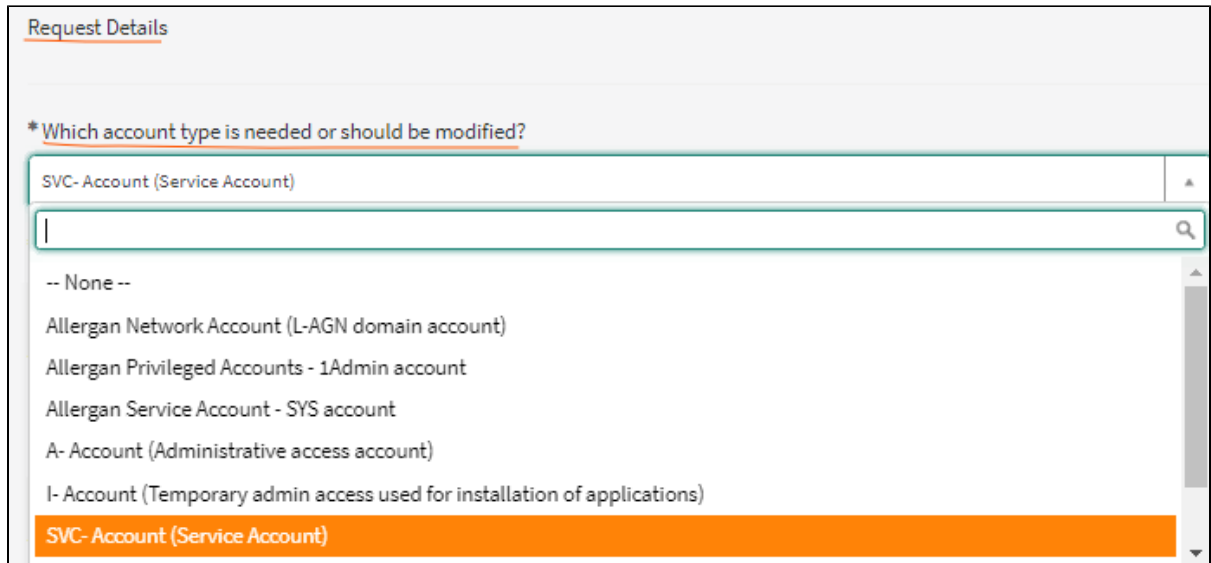
1. Click on the [link](#) to open the form.
2. In the **Requested For Information**, any user can raise the request.



The screenshot shows the 'Requested For Information' form. It contains the following fields and options:

- \* Name**: A text input field with a dropdown arrow on the right.
- UPI**: A text input field.
- Contact Number**: A text input field with a help icon (?) to its right.
- ☐ Are there others who need to be included in "customer update" notifications?
- ☐ Do you want to add a short comment only visible to you when viewing your tickets?

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



The screenshot shows the 'Request Details' form. It contains the following field and options:


- \* Which account type is needed or should be modified?**: A dropdown menu with the following options:
  - SVC- Account (Service Account)
  - None --
  - Allergan Network Account (L-AGN domain account)
  - Allergan Privileged Accounts - 1Admin account
  - Allergan Service Account - SYS account
  - A- Account (Administrative access account)
  - I- Account (Temporary admin access used for installation of applications)
  - SVC- Account (Service Account)** (highlighted in orange)

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