REPORT ON TO CREATE USERS

User Creation Report: Alice P

Objective :

To successfully register and configure a new user profile for Alice P to grant access to the ServiceNow instance.

User Details :

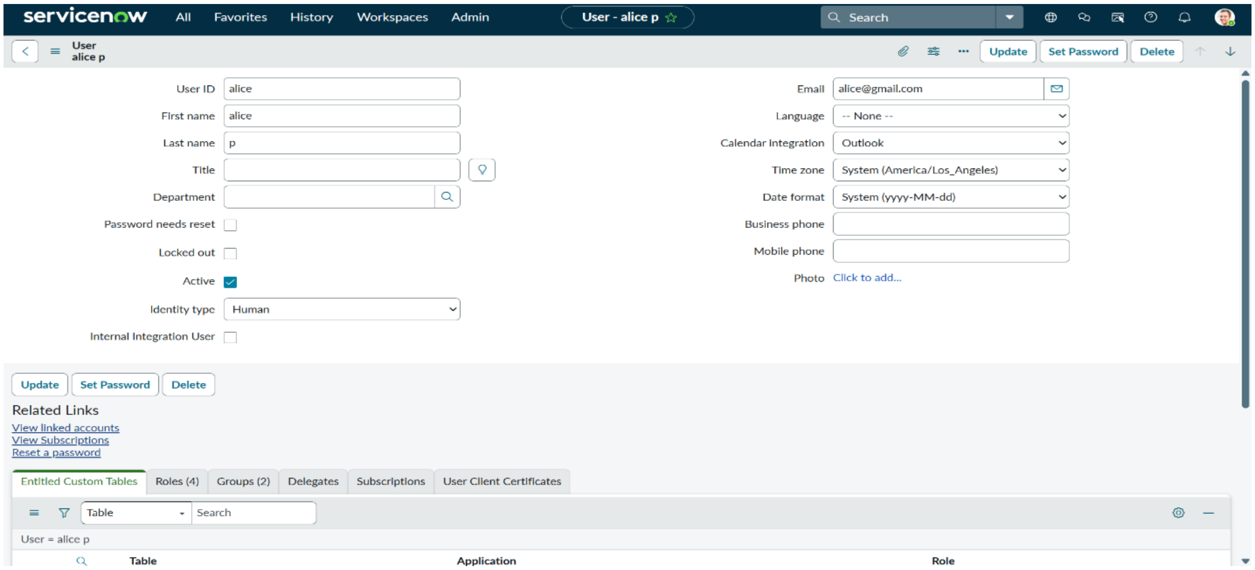
- **User ID:** alice.p
- **First Name:** Alice
- **Last Name:** P
- **Email:** alice@gmail.com

Configuration Steps Followed :

- **Navigation:** Accessed the **User Administration** module and selected **Users**.
- **Data Entry:** Entered the unique User ID, full name, and primary email address.
- **System Settings:** Set the appropriate Time Zone and Date Format to ensure localized accuracy.
- **Status:** Verified the **Active** checkbox is checked to allow immediate login.

Verification :

The record was successfully saved. Alice P now appears in the User List with a confirmed active status.



User Creation Report: Bob P

Objective :

To successfully register and configure a new user profile for Bob P to grant access to the ServiceNow instance.

User Details :

- **User ID:** bob.p
- **First Name:** Bob
- **Last Name:** P
- **Email:** bob@gmail.com

Configuration Steps Followed :

- **Navigation:** Accessed the **User Administration** module and selected **Users**.
- **Data Entry:** Input the User ID (bob.p), First Name, and Last Name as specified.
- **Communication:** Linked the official contact email to the profile for system notifications.
- **Validation:** Ensured the account was marked as **Active** within the user form.

Verification :

The record for Bob P is now live in the system database. Cross-referencing the User Table confirms the entry is correctly indexed and ready for role assignment.