

Role Creation Report

1. Objective :

The objective of this phase was to define specific access levels within the ServiceNow platform by creating custom roles. These roles are designed to be assigned to groups or users to control system permissions.

2. Configuration Steps Followed :

The following standardized workflow was used to establish each role:

- **System Navigation:** Opened the ServiceNow instance and navigated to the **All** menu.
 - **Module Selection:** Searched for "roles" and selected **Roles** under the **System Security** header.
 - **Record Initialization:** Selected **New** to create a fresh role entry.
 - **Data Entry:** Filled in the specific role names and details as required.
 - **Submission:** Clicked **Submit** to finalize the creation of the record.
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3. Role Profiles Created :

Role 1: project member

- **Name:** project member.
- **Application:** Global.
- **Elevated Privilege:** None (unchecked).
- **Description:** Created to define standard permissions for project participants.

Role 2: team member :

- **Name:** team member.
- **Application:** Global.
- **Elevated Privilege:** None (unchecked).
- **Description:** Established to categorize and manage team-specific access requirements.

4. Verification and Status :

- **System Integration:** Both "project member" and "team member" roles have been successfully added to the system's role table.
- **Readiness:** These roles are now available to be added to the **Contains Roles** related list of a group or assigned directly to individual user profiles.

servicenow

AllFavoritesHistoryWorkspaces1

Role - project member

Search

UpdateDelete

Role

project member

Global

Elevated privilege

Description

UpdateDelete

Contains Roles

Applications with Role (2)

Modules with Role

Custom Tables

Updated

Search

Actions on selected rows...

New

Application Menus

Title	Active	Order	Roles	Name	Updated
project table	true	100	project member	project table	2026-02-10 20:45:39
task table 2	true	100	u_task_table_2_user team member project member		2026-02-10 21:34:52

1 to 2 of 2

servicenow

AllFavoritesHistoryWorkspacesAdmin

Role - team member

Search

UpdateDelete

Role

team member

Global

Elevated privilege

Description

UpdateDelete

Contains Roles

Applications with Role (1)

Modules with Role

Custom Tables

Updated

Search

Actions on selected rows...

New

Application Menus

Title	Active	Order	Roles	Name	Updated
task table 2	true	100	u_task_table_2_user team member project member		2026-02-10 21:34:52

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