

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.

The screenshot displays the ServiceNow User Administration page for a user named 'alice p'. The interface includes a top navigation bar with 'servicenow' logo and tabs for 'All', 'Favorites', 'History', 'Workspaces', and 'Admin'. The user's name 'User - alice p' is shown in the top right. Below the navigation bar, there are three buttons: 'Update', 'Set Password', and 'Delete'. The user profile form is divided into two columns. The left column contains fields for 'User ID' (alice), 'First name' (alice), 'Last name' (p), 'Title' (empty), 'Department' (empty), 'Password needs reset' (checkbox), 'Locked out' (checkbox), 'Active' (checkbox, checked), 'Identity type' (Human), and 'Internal Integration User' (checkbox). The right column contains fields for 'Email' (alice@gmail.com), 'Language' (-- None --), 'Calendar Integration' (Outlook), 'Time zone' (System (America/Los_Angeles)), 'Date format' (System (yyyy-MM-dd)), 'Business phone' (empty), 'Mobile phone' (empty), and 'Photo' (Click to add...). Below the form, there are 'Update', 'Set Password', and 'Delete' buttons. Under 'Related Links', there are links for 'View linked accounts', 'View Subscriptions', and 'Reset a password'. At the bottom, there is a section for 'Entitled Custom Tables' with tabs for 'Roles (4)', 'Groups (2)', 'Delegates', 'Subscriptions', and 'User Client Certificates'. A table is shown with columns for 'Table', 'Application', and 'Role'.

Table	Application	Role
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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.

The screenshot shows the ServiceNow user management interface for a user named 'Bob p'. The page is titled 'User - Bob p' and includes a search bar and navigation tabs like 'All', 'Favorites', 'History', 'Workspaces', and 'Admin'. The user's profile information is displayed in two columns. The left column contains fields for User ID (bob), First name (Bob), Last name (p), Title, Department, Password needs reset, Locked out, Active (checked), Identity type (Human), and Internal Integration User. The right column contains fields for Email (bob@gmail.com), Language, Calendar integration (Outlook), Time zone (System (America/Los Angeles)), Date format (System (yyyy-MM-dd)), Business phone, Mobile phone, and Photo (Click to add...). Below the profile information are buttons for 'Update', 'Set Password', and 'Delete'. A 'Related Links' section provides links to 'View linked accounts', 'View Subscriptions', and 'Reset a password'. At the bottom, there is a tabbed interface for 'Entitled Custom Tables', 'Roles (3)', 'Groups (2)', 'Delegates', 'Subscriptions', and 'User Client Certificates'. The 'Roles (3)' tab is selected, showing a table with columns for 'Table', 'Application', and 'Role'. The table is currently empty.

Table	Application	Role
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