

GSD. SharePoint - How to use SharePoint Self Service Portal order form

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Author: {'link':

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General Information:

Possible symptoms/errors:

User want to know How to Fix Limited Search Results in Outlook 2016

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Self Service Portal - Order form

Ask user to login to SharePoint Self Service Portal

NOTE: Login credentials are your E-Mail address and your Intranet/Internet/HTTP password. Read the FAQ for more information on this topic.

On the first page Requester & Cost Center Information please advise user to insert the requested information.

3) The second page Service Fees & Users requires user to select the license that has to be ordered and the affected user. Short explanation of every license can be seen by selecting the ? button. User can also choose more than one user for ordering the same license. The system also shows them if the selected user already has some licenses and that this license cannot be ordered twice. User can also order user services for another user. The only necessary information is the Cost Center Owner from the user are requesting the services for. It is not necessary to be Key User or Cost Center Owner to order the user services for someone else.

NOTE: The required license types are already selected in cases that user is accessing it over the "Get required user services" or "Get user services" button.

The SharePoint access will be unlocked as soon as user license request has been approved by the responsible cost center owner. User will be notified via e-mail about the activation of their SharePoint license.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A