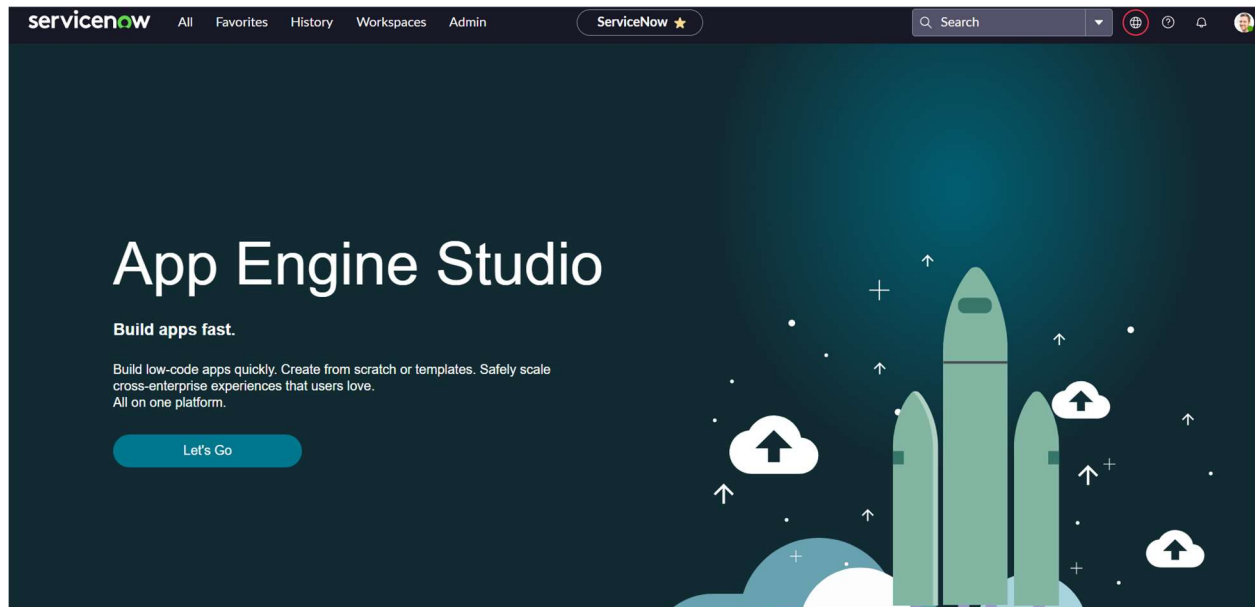


STEPS TO CREATE AN INSTANCE FOR SERVICENOW APPLICATION

1. *Navigate to the official ServiceNow developer portal at developer.servicenow.com*
2. *Click on the "Sign up and Start Building" option prominently displayed on the homepage.*
3. *Fill in the required fields including your first name, last name, email address, and password. Additionally, complete the captcha verification process by entering the text provided in the image.*
4. *Review the agreement terms, and upon agreement, proceed by checking the corresponding checkbox and clicking on the "Sign up" button.*
5. *Access your email inbox and locate the verification email sent by ServiceNow. Follow the provided link to verify your email address.*
6. *Return to the ServiceNow sign-in page and enter your credentials.*
7. *Upon successful authentication, proceed by clicking on the "Sign In" button.*
8. *Upon logging in, select the option indicating the need for a developer-oriented Integrated Development Environment (IDE), and proceed by clicking "Next."*
9. *Agree to the terms presented, select the "Developer" checkbox, and confirm the agreement by checking the corresponding checkbox. Complete the setup process by clicking on "Finish Setup."*

Expected outcome:



Upon completion of the setup process, you will receive an email containing the following details:

****Note sample**

URL: <http://dev109834.servicenow.com>

Username: Admin

Password: k6C8-ajUWqY%

Alternatively, you can retrieve the instance details by:

- Navigating to "<https://developer.servicenow.com/dev.do#!/home>"
- Clicking on the profile icon.
- Selecting "Manage Instance Password" to get the instance details.

The screenshot displays the ServiceNow Developer portal interface. At the top, the navigation bar includes the ServiceNow logo, 'Developer', and links for 'Learn', 'Reference', 'Guides', and 'Connect'. A search icon and a user profile icon (VK) are on the right. The main content area is divided into two panels. The left panel, titled 'My Instance', shows instance status as 'Online', release as 'Tokyo', user role as 'Admin', and app engine studio as 'Installed'. It also features a 'Start Building' button. The right panel, titled 'My Account', shows the user's profile with the name 'vinoth kumar' and email 'vinothkumar.sanmugaraj@testleaf.com'. Below the profile, there are links for 'View Profile' and 'Sign Out'. The 'My Instance' panel also includes a table of instance actions and activity.

INSTANCE STATUS	INSTANCE ACTION	ACTIVITY
Online	Activate Plugin	Instances with no activity for over 10 days will be claimed back in to the pool.
RELEASE Tokyo	Manage Email Properties	
USER ROLE Admin	Release Instance	
APP ENGINE STUDIO Installed	Remove Demo Data	
Start Building	Change User Role	
	Reset and Wipe Instance	
	Manage instance password	
	Refresh Instance	
	Upgrade Instance	

WHAT TO DO IF YOUR INSTANCE IS HIBERNATING?

In the event that your instance enters hibernation, follow these steps to reactivate it:

- a. Access the URL associated with your instance, which will direct you to the hibernation page.
- b. Click on the "Sign In" button.
- c. Enter the email address and password associated with your instance.
- d. Complete the sign-in process by clicking "Sign In."
- e. Upon reactivation, proceed by clicking "Start Building."
- f. Enter your username and password, then click "Log In" to access your reactivated instance.

