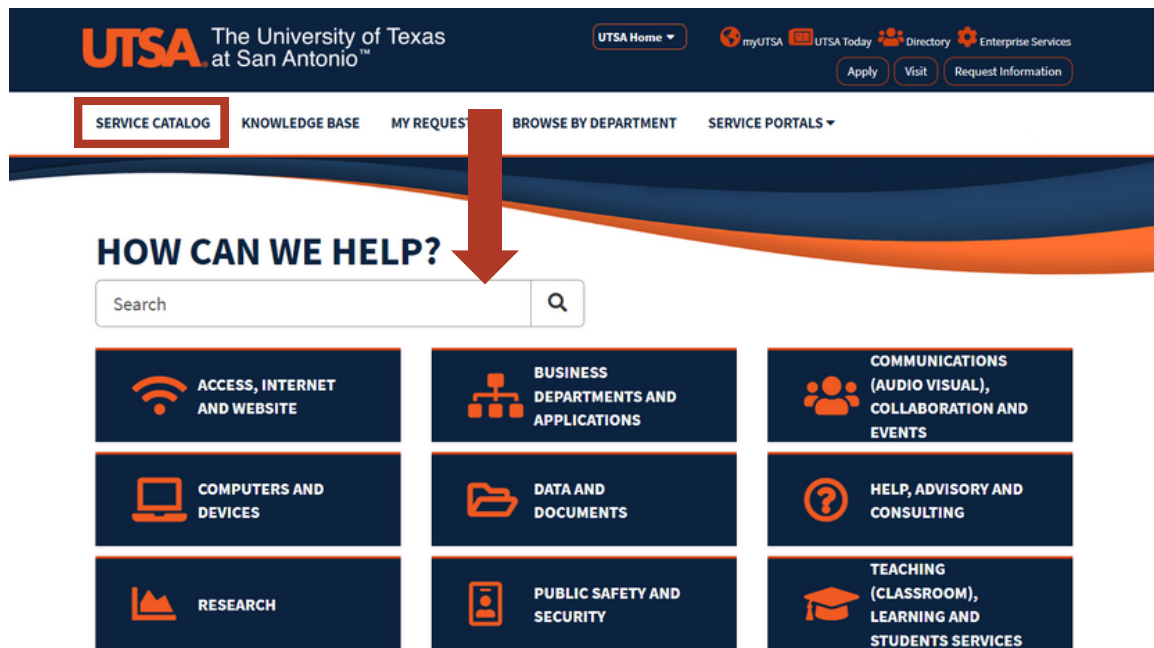# QUICK START GUIDE

CREATE A REQUEST

## INSTRUCTIONS: HOW TO CREATE A REQUEST IN SERVICENOW

1. From the portal homepage, use the "How Can We Help" search bar to find request options and knowledge articles.

* Note: You can also browse service requests options by clicking "Service Catalog"
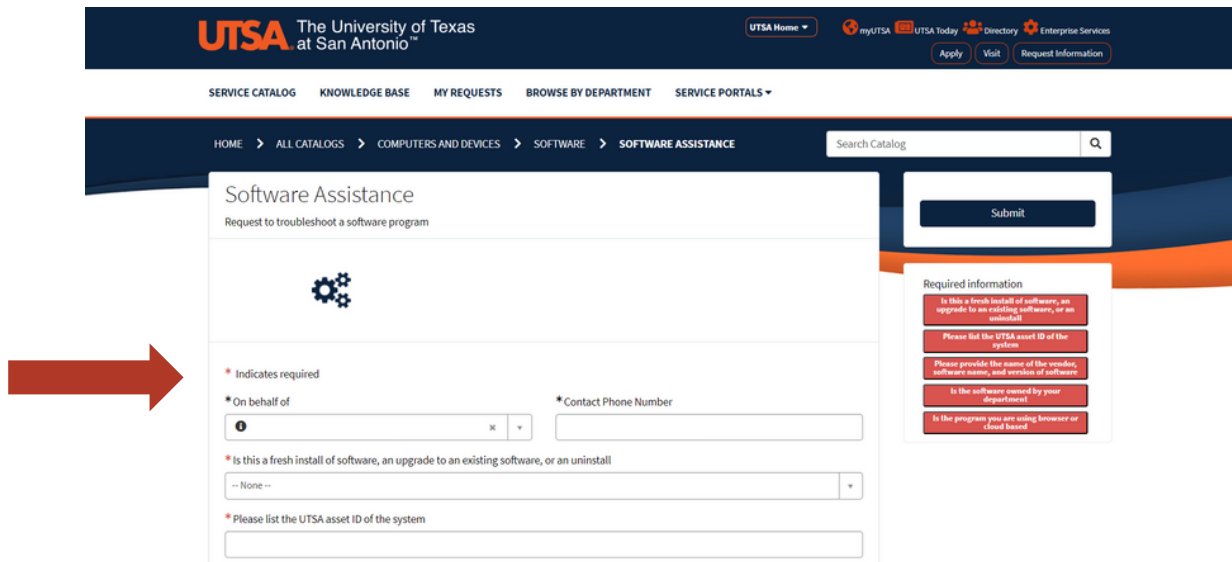
CREATE A REQUEST

2. Select a category to view available request options. Then, click a request to open the catalog request form.
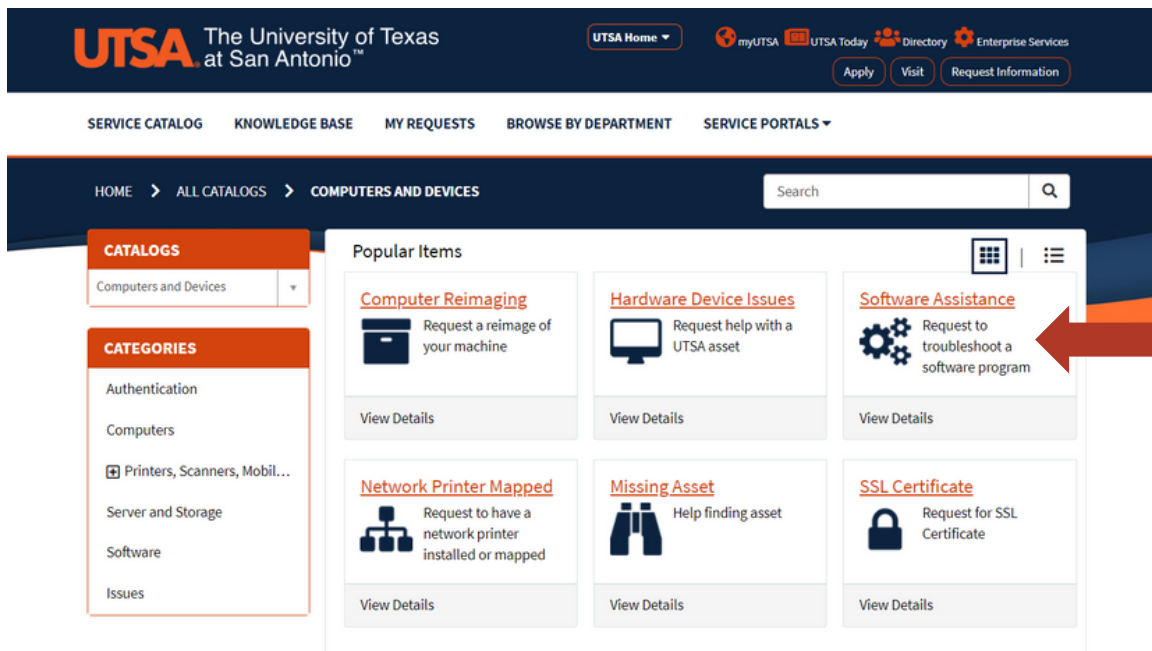
CREATE A REQUEST

3. Next, Fill out the request fields. You can fill out a request for you or on behalf of someone else. * Note: red asterisk fields are mandatory
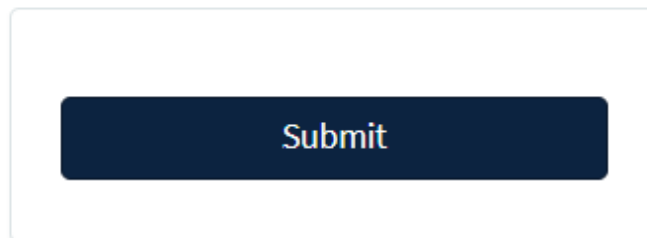

3. Finally, click submit!

4. To view your request history/open requests at any time, click "My Requests".

* Note: You can also browse service requests options by clicking "Service Catalog"