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1. **TYPE** all required information - handwritten forms are not accepted and will be returned.
 2. Print and sign completed form. ALL information and signatures are required for processing.
 3. **Scan form and e-mail to** : radford@service-now.com
Use subject line: Department Account Request

Department account custodians are responsible for the account credentials and changing the password. Custodians must be full-time employees. The custodian will be notified via e-mail when account is set up. Allow up to 3 business days for processing.

Request for:

New Account

Custodian Change

Account Length (i.e. or password length)
Account see text