

# servicenow

One platform. One process. One team.

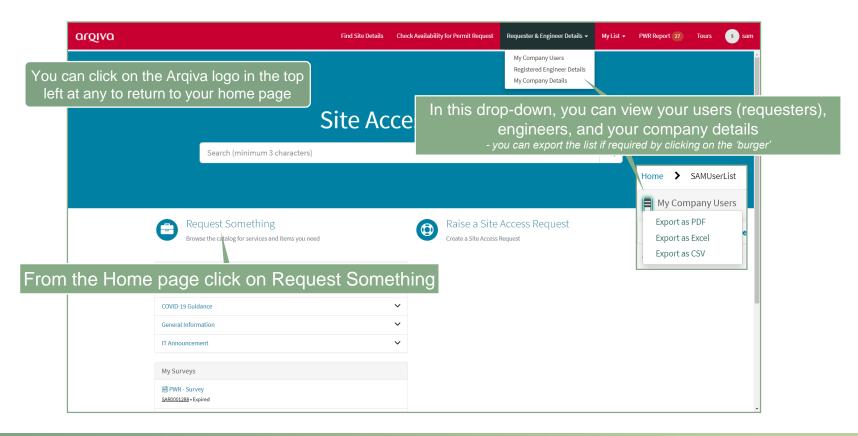
Service – right first time

Make Changes to your Company, including:

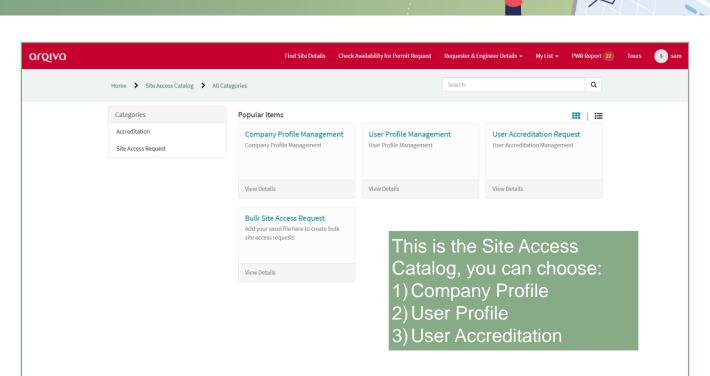
- ☐ Add a new Requester or Engineer
- Make changes to your existing users
- ☐ Amend your Company details



#### Where are the forms?

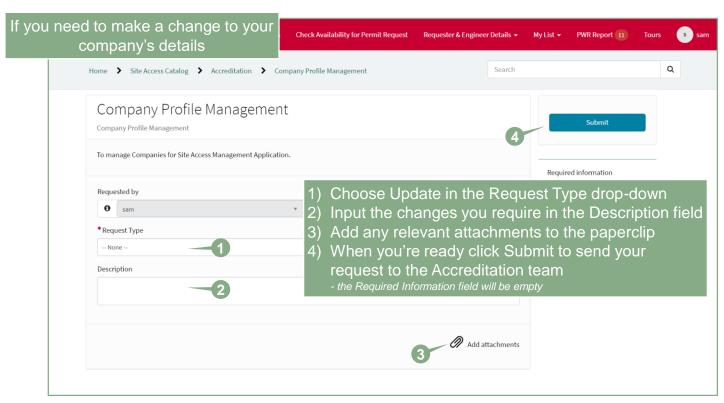


## The Site Access Catalog



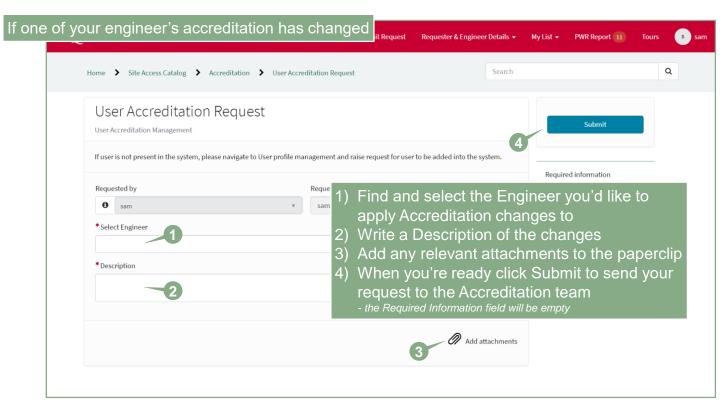
# Company Profile Management





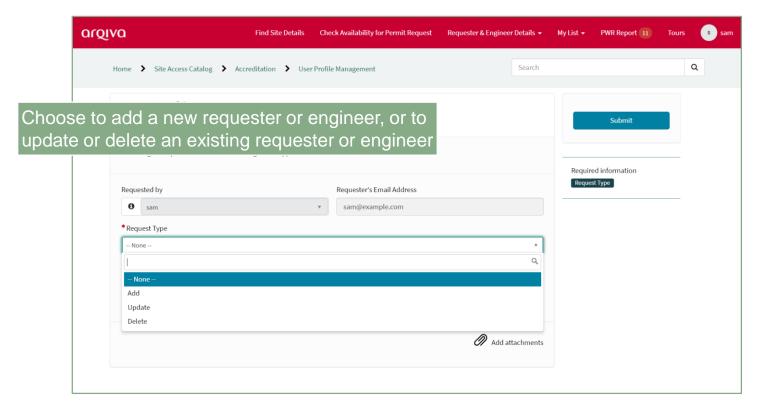
## User Accreditation Management





#### User Profile Management





# User Profile Management





1) Choose Add and input the new user's details

Add attachments

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- 2) Choose whether the new user is an Engineer or not, if yes select their category
- 3) Choose if they are to be a requester



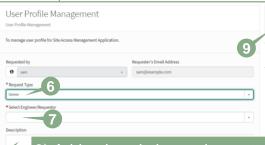
4) If you need to amend the details showing for one of your requesters or engineers choose Update

Add attachments

5) Search and select their name from the drop-down

 To remove one of your existing Requesters or Engineers choose Delete

7) Search and select their name from the drop-down



8) Add a description and any attachments to the paperclip, e.g. certificates

When you're ready click Submit to send your request to the Accreditation team

- the Required Information field will be empty