Create an Intranet Application Team (SharePoint) request in ServiceNow

1. Go to the ServiceNow portal [https://psjh.service-now.com/self_service](https://psjh.service-now.com/self_service). You can get there by going to a blue intranet site and clicking on the “IS Support Center” button on the left navigation.

2. Click on the ServiceNow Portal button.

**IS Support Center**

*It’s here! ServiceNow for Service Catalog and Intake*

ServiceNow is LIVE! Use the ServiceNow Portal to make Service Catalog Requests, Report a Problem, Submit search the Knowledge Base

For more information, including training videos and documentation, please visit our [ServiceNow Org Readiness for IS Caregivers](https://psjh.service-now.com/self_service) or the [ServiceNow Org Readiness site for IS Caregivers](https://psjh.service-now.com/self_service).

**For urgent issues, contact the IS Service Desk**

**How Can We Help You?**
3. Click on “Browse Services”.

4. Click on “Consultation”.

5. Under Consultation, click on “Application Services Request”.
6. Fill in the fields as follows:

- Start typing your name and your full name should appear.
- Which Application
  - Type "SharePoint" and select the version. Don’t know the version? Don’t worry! It will get to us as long as you select one.
- What service do you need?
- Is there a contract or regulatory driven deadline?
  - Change to "No" unless there is a compliance related deadline.
- Business justification
- Comments
- Check this box to select individuals you would like to include on this item
- Required information
- [Download for all required information]

7. Click “Submit”. If you are submitting additional requests, click “Add to Cart” and you can submit them all together.