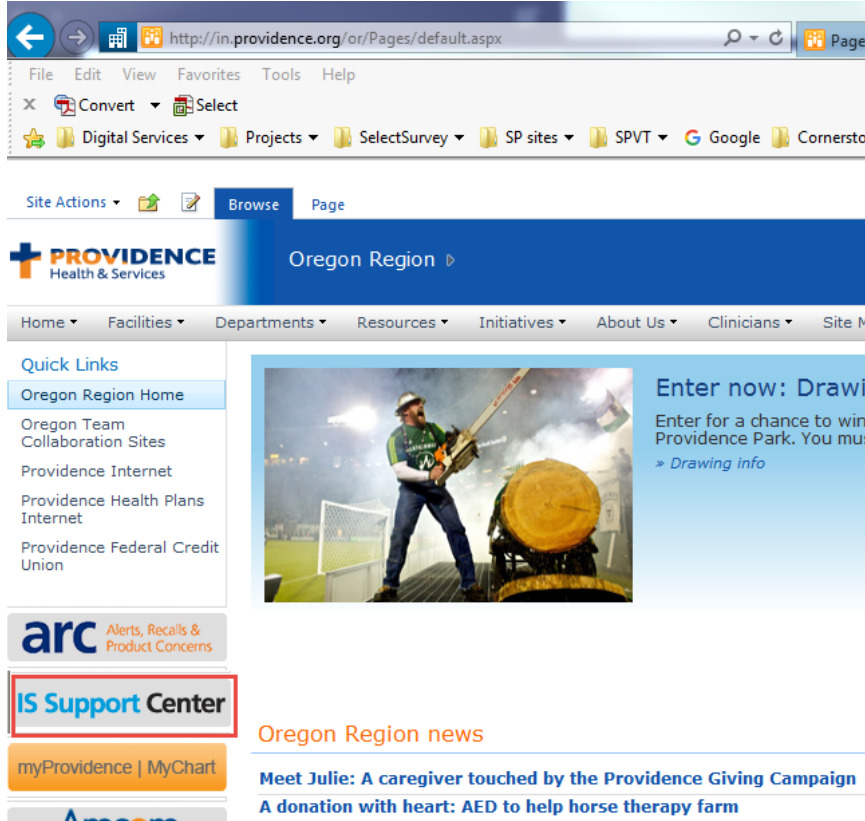


# Create an Intranet Application Team (SharePoint) request in ServiceNow

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

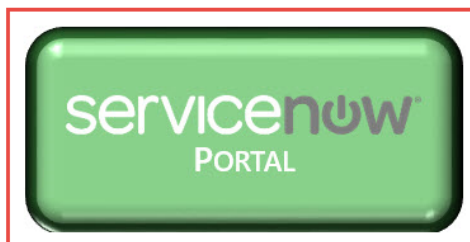
**It's here! ServiceNow for Service Catalog and Intake**

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](#) Non-IS Caregivers or the [ServiceNow Org Readiness](#) site for IS Caregivers.

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

**How Can We Help You?**



Click to report an Incident,




Click fo

3. Click on "Browse Services".


Welcome to IS Support, Marcy Satalich

How can we help? Q


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Help Articles




Something is Broken




Request Application Access




Order Software



Order Hardware



Submit Idea



Browse Services

4. Click on "Consultation".

**Categories**

- Access 12
- Application Access 4
- Connectivity 3
- Consultation** 9
- EMR Administration 3
- Hardware 131
- Software 57
- Standard Changes 0
- Telephony 3

Please select a category

5. Under Consultation, click on "Application Services Request".

Home > Service Catalog > Consultation

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**Categories**

- Access 12
- Application Access 4
- Connectivity 3
- Consultation 9
- EMR Administration 3
- Hardware 131
- Software 57
- Standard Changes 0
- Telephony 3

**Consultation**

**Application Services Request**  
Request configuration or routine maintenance for an application

View Details

**Clinical Informatic Consultation**  
CI consultation for Elec Record (EHR) optimiz expansion. workflow at

View Details

**IS to IS request**  
IS to IS request

View Details

**Microsoft Lync Tr Support**  
Access to Microsoft Ly Support.

View Details

6. Fill in the fields as follows:

The screenshot shows a web form titled "Application Services Request" with a breadcrumb trail: Home > Service Catalog > Consultation > Application Services Request. A search bar is located in the top right. The form contains several fields with callout boxes:

- \*Requested:** A text input field containing "marcy sata" with a dropdown suggestion "Marcy Satalich". Callout: "Start typing your name and your full name should appear."
- \*Which Application:** A dropdown menu with "sharepoint" selected, showing a list of options: "SharePoint 2007-SJH", "SharePoint 2010-PSJH", "SharePoint 2010-SJH", "SharePoint 2013-PSJH", and "Sharepoint Online-PSJH". Callout: "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?:** A text input field. Callout: "SERVICE: Provide details about your request. Are you requesting a content update, consultation, help troubleshooting an issue, form, workflow?"
- \*Is there a contract or regulatory driven deadline?:** A dropdown menu with "Yes" selected. Callout: "IMPORTANT: Please provide the link to your site." (with a star icon).
- \*Need by Date:** A date input field. Callout: "Change to 'No' unless there is a compliance related deadline."
- \*Business justification:** A text input field.
- Comments:** A text input field. Callout: "Provide any additional details that would help us understand your request."

At the bottom, there is a checkbox "Check this box to select individuals you would like to include on this item", a quantity selector "1", and buttons "Submit" and "Add to Cart". An "Add attachments" button with a paperclip icon is also present, with a callout: "Click to add attachments." A red bar at the bottom lists "Required information" with links for "Which Application", "What service do you need?", "Need by Date", and "Business justification".

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