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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](mailto: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.

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Request for:

New Account

Custodian Change

Account Length (i.e. or pvs)  
Account see te