**REQUESTING SERVICENOW ACCESS**

New ServiceNow access requests should be submitted by supervisors. ServiceNow access is limited to supervisors, leads, and office POCs.

To request new access to ServiceNow, email the following information to KEES.Security@ks.gov. Please use ‘ServiceNow Access Request’ in the Subject line.

1. Requestors name and agency/company.
2. For the person access is requested for, please provide:
	1. Full name
	2. Email address
	3. Location (ex: Clearinghouse, Clearinghouse-Colorado, Topeka Service Center, etc.)
	4. Indicate whether they are a supervisor, lead, or office POC.

**REPORTING SERVICENOW LOGIN ISSUES**

ServiceNow User ID and password issues should be sent to KEES.Security@ks.gov. Please use ‘ServiceNow Login Issue’ in the Subject line.