**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](mailto: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](mailto:KEES.Security@ks.gov). Please use ‘ServiceNow Login Issue’ in the Subject line.