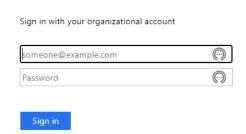# DTI DHR ServiceNow Instructions to

Register a Worker for IT Products and Services

1. Log into ServiceNow
   Type this URL: https://delaware.service-now.com into your CHROME or EDGE browser.

   Once completed, you will see on the right-hand side of the screen where you can input your user ID and password. Your screen should look similar to the one below:

State of Delaware

Sign in with your organizational account

someone@example.com

Password

Sign in

2. On the left Nav filter search type – "DHR" within the filter navigator

dhr

3. From the selections presented, choose "Register New Worker in Service.."

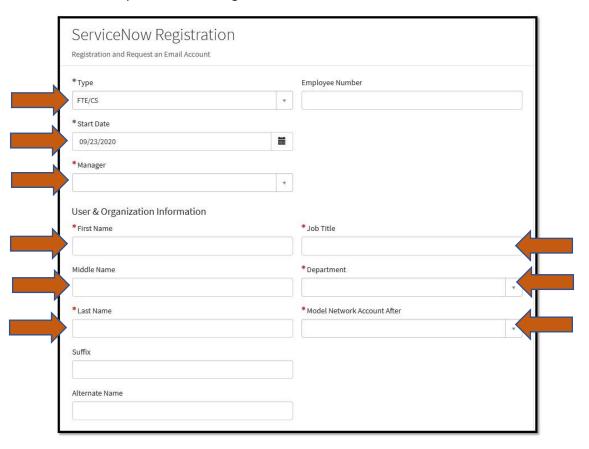Register New Worker in Service…   Register New Worker in ServiceNow

4. Your screen should look like this:

5. Complete the following fields with asterisks and the middle name:

6. Once the data fields have been completed, please hit the "Submit" button at the top right of the screen.

7. Once the Submit button has been clicked, one email is sent and two tasks are allocated. The email goes to the Manager that was selected above in data fields as an alert the new employee record has been created. The two tasks: one task is sent to the Enterprise Desktop LAN team to create the active directory account, and the other task is sent to the Human Resources department for the addition of the EmplID when allocated by PHRST.

8. DHR has a dashboard that gives the HR team the status information needed on the new requested employees' tasks. To reach the DHR dashboard, please refer to the DHR Dashboard procedures.

9. This concludes the data entry for a new worker in ServiceNow.