

Registering for the Service Portal

< ☰ User Registration Request - Created Submit

Please provide some basic information so we can process your account request.

* First name

* Last name

* Email

* College

* Phone

* Department

Submit

Completion of all fields is required. Most fields are straight forward. Guidance has been provided below for several fields:

- **Email:** Only email addresses from .edu domains will be approved. This email address will be your user name. Do not register with a personal email address as it will not be approved.
- **College:** Click the magnifying glass to select your college from the list.
- **Phone:** Enter your 10-digit phone number. Also include your extension, if applicable.
- **Department:** Click the magnifying glass to select the **most appropriate** department. The list of departments is very general and aligns with Colleague applications.

Note: Once submitted, your registration must be approved. Requests are approved as quickly as possible. If you registered and have not received an email with your temporary password within 24 hours, please check your junk folder for an email that matches the **From** and **Subject** lines that follow:

From: IT Service Desk <ncccs@service-now.com>

Subject: User Registration Processed

If you are unable to locate the email, please contact the Help Desk by phone at (919) 807-7048 for assistance with your account.