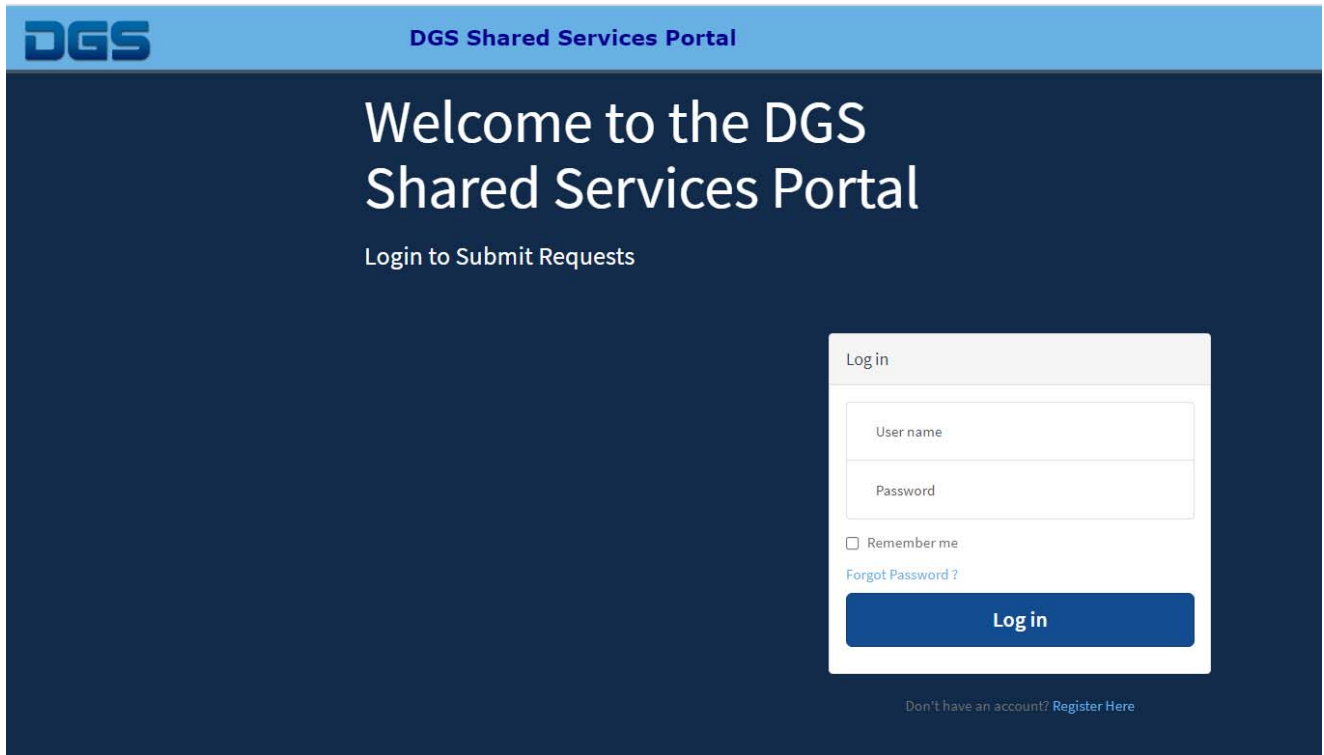


# Service Portal Registration Instructions

To access the DGS Shared Services Portal, you must complete the registration to create username and password.

## Step 1

Access [https://dgs.service-now.com/dgs\\_ssp](https://dgs.service-now.com/dgs_ssp)

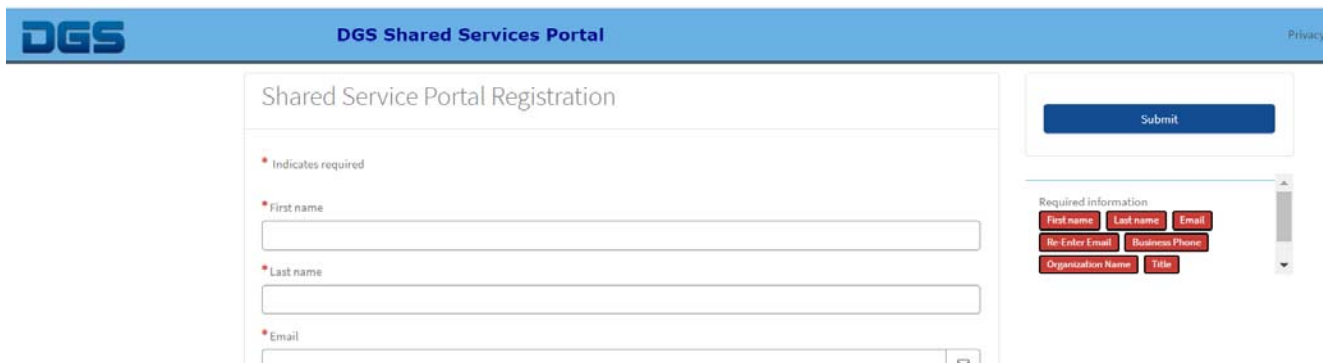


## Step 2

Click on "Register Here" at the bottom of the page. Skip this step if already registered.

## Step 3


Complete all the required fields and click the "Submit" button.



## Step 4

Check email from “User Administration [dgs@service-now.com](mailto:dgs@service-now.com)”. Click on the “Verify Account” link to verify email address.

### ← Verify your email address

 User Administration <dgs@service-now.com>  
To: You  
Start reply with:    [Feedback](#)

Hello James,

Thank you for registering with us!

Please confirm that you want to use this as your account email address by clicking on the link given below:

[Verify Account](#)

Please note that you cannot use your account without activation.

The link will expire in 24 hours to keep your account secure.




DGS Shared Services Portal

Your email address has been verified.  
Please check your registered email for further details.  
Thank you!

## Step 5

Click on the “Set a new Password” link to set up password

### ← Set a new password to access your account

 User Administration <dgs@service-now.com>  
To: You  
Start reply with:    [Feedback](#)

Hi James,

Your user account is successfully created on DGS Shared Services Portal.

Your user name is: **James.Smith@Sample.com**

Please set your password to access your user account by clicking on the link below.

[Set a new Password.](#)

Note: This link will expire in 12 hours.

## Step 6

Create a strong password

**Reset Password**  
Account is not locked

\* New password

Strength

- Minimum 8 characters
- Maximum 40 characters
- At least 1 lowercase letter(s)
- At least 1 uppercase letter(s)
- At least 1 digit(s)

\* Retype password

Show passwords

Reset Password

## Step 7

Account is set up and ready to use.

**DGS Shared Services Portal**

# Welcome to the DGS Shared Services Portal

Login to Submit Requests

Log in

James.smith@Sample.com

\*\*\*\*\*

Remember me

[Forgot Password ?](#)

Log in