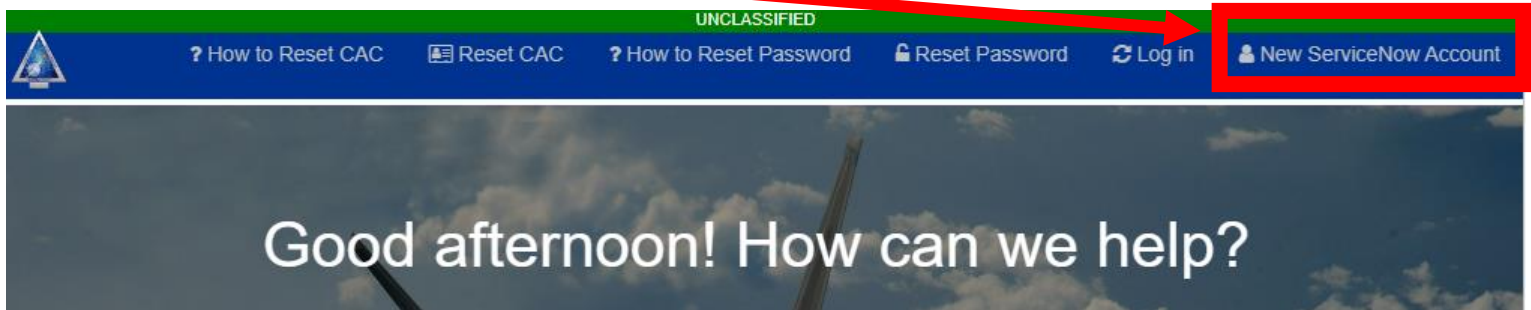


1. Go to - <https://mpe.pegasus.mil/mpco/> and click the **I Accept**
2. Click the **New ServiceNow Account**



3. Fill out the required blocks:

### ServiceNow Account

Request to have a new account created in ServiceNow

- Submit this form to request a new ServiceNow account or enable an existing disabled account
- If you forgot your password, please use the [Forgot Password](#) process
- If you need to reset your CAC, please use the [Reset CAC](#) process
- Click on the question mark next to a field for more information on how to complete the field

\* Unclassified email address (use of your .mil email is preferred)

Use the same email as your APAN account

This will be your user name. Please make sure you can receive emails from [mpco@servicenowservices.com](mailto:mpco@servicenowservices.com)

Type of request ?

New account This will be New Account UNLESS you have a registered disabled account which will then say "Existing account reactivation"

User Information User Info should be the same as your APAN account

\* First name  \* Last name

\* Phone number  \* User type

\* Do you have a Department of Defense Common Access Card (CAC) or a Federal PIV?  No If you have a DOD CAC or a Federal PIV, you can select "Yes", to link your CAC to the account for future use and avoid maintaining a password. \*You do not have to have a CAC or link it to access the ticking system.

Additional Information

\* Why are you requesting an account? ?

- MPCO personnel have elevated permissions in the system, and additional documentation is required. ✕

- Users needing to report an issue/incident or request capabilities/services from the MPCO should select one of the last two options. The MPCO includes: APAN, CENTRIXS, CFBLNet, Pegasus, ServiceNow, US BICES, and VDC.

I would like to request capabilities or services from the MPCO (Includes APAN) Make sure to select the option that includes APAN

Please select your parent organization ?

Please select your division/branch ?

4. Click SUBMIT at the top right of the form  Be on the lookout for ServiceNow emails after you submit