How to create your new ServiceNow Account

1. Go to **https://esms.mpe.af.mil/mpco**
2. Click the **👤 New ServiceNow Account**
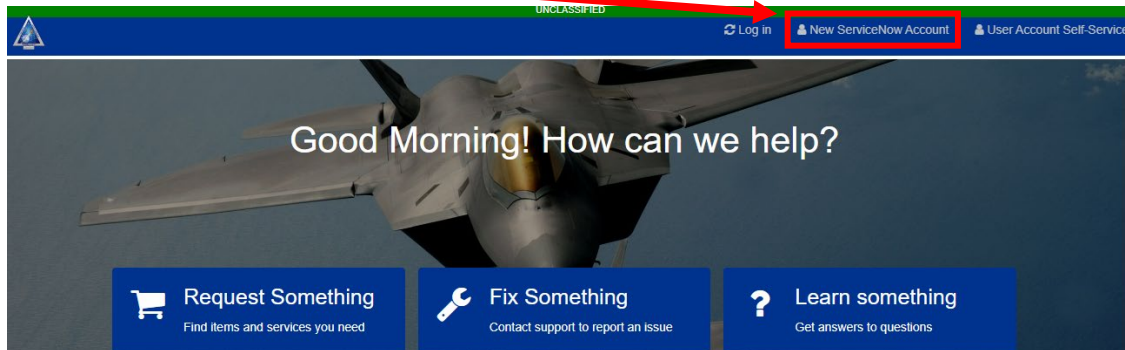
3. Fill out the required blocks:

- Use the same email as your APAN Account
- New Account is the default option, unless you already have an account which will then say "Existing account reactivation."
- User Information should be the same as your APAN Account
- 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.
- Make sure to select the option that "Includes APAN"
- Select the best option for your Parent Organization. This is preferred but not required.

4. Click SUBMIT at the Top Right of the form **Submit**
5. Be on the lookout for emails from ServiceNow regarding your new account