

Update ServiceNow Assignment Group Membership Request

Overview

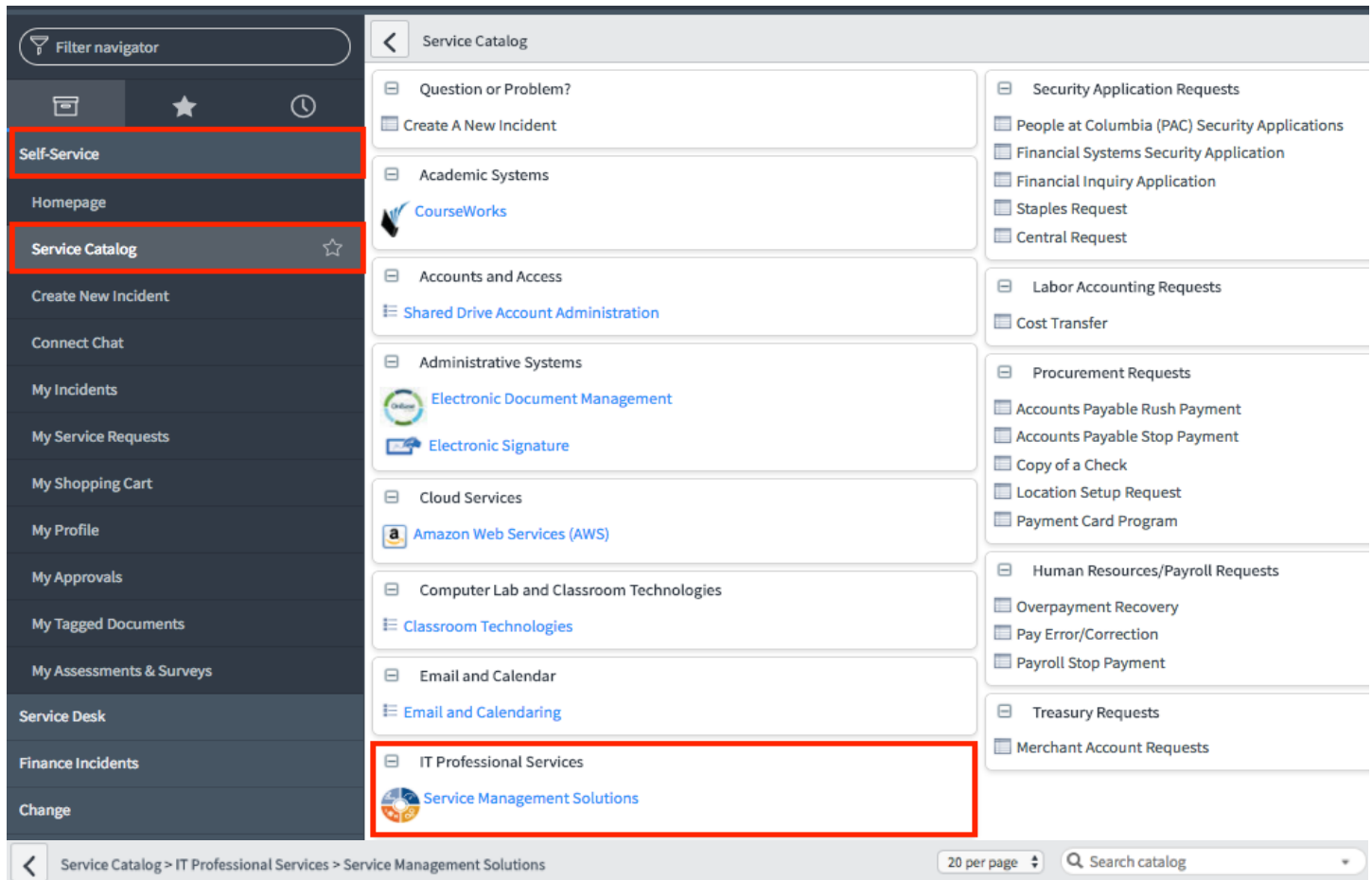
*****Note: This request is only applicable to licensed Finance and HR users*****

CUIT will be implementing a self-service catalog request form to facilitate the process of updating ServiceNow assignment group membership. This document covers the process of submitting a request. Please note:

- Only assignment group(s) in which the requester is a member of are selectable
- Supports the adding and removal of multiple users via a single request
- Group manager approval is required unless the group manager submits the request
- HR or Finance license approval is also required after group manager approval
- Depending on input user affiliations the request might require CUIT Service Management Office approval

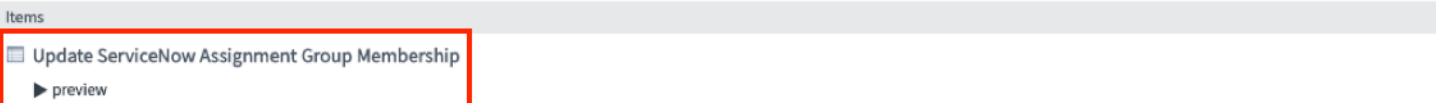
Accessing the Request

- Self-Service > Service Catalog > IT Professional Services > Service Management Solutions > Update ServiceNow Assignment Group Membership
- Or [click here](#) to access the URL.



Service Management Solutions

Service Management Solutions



Submitting the Request

- Select the assignment group that you want to add/remove user(s) from/to
- Under **Available**, for the respective add/remove user bucket, enter the UNI of user that you want to add/remove and move the user to right bucket using the right pointer arrow. Repeat for additional users or use the left pointer arrow to reverse.
- Select **Order Now**
- On the next screen select **Check Out**

Service Catalog > IT Professional Services > Service Management Solutions > Update ServiceNow Assignment Group Membership

This form is used to request an update to a CUIT assignment group membership (e.g., add/remove).

Note:

- Group manager approval required unless group manager submits the request
- Delivery time is within minutes after the request is approved by the group manager and CUIT Service Management Office

Order this Item
Delivery time 30 Minutes
Order Now

Update ServiceNow Assignment Group Members

* Select Assignment Group to Add/Remove User(s) From/To

Approving Group Manager

* Add User(s) to Assignment Group

More Information

Available

Selected

12.
a6
a7
aa10
aa100
aa106
aa107
aa11
aa110
aa112
aa122
aa123
aa124
aa126
aa127
aa128

Remove User(s) from Assignment Group

More Information

Available

Selected

--None--

--None--

Shopping Cart

Checkout

Are the contents of your cart correct? Please double check the items and remove and edit where appropriate

Item	Delivery Time	Price (ea.)	Total
Delete Edit ▶ Update ServiceNow Assignment Group Membership	30 Minutes	-	-
Total			-

Checkout