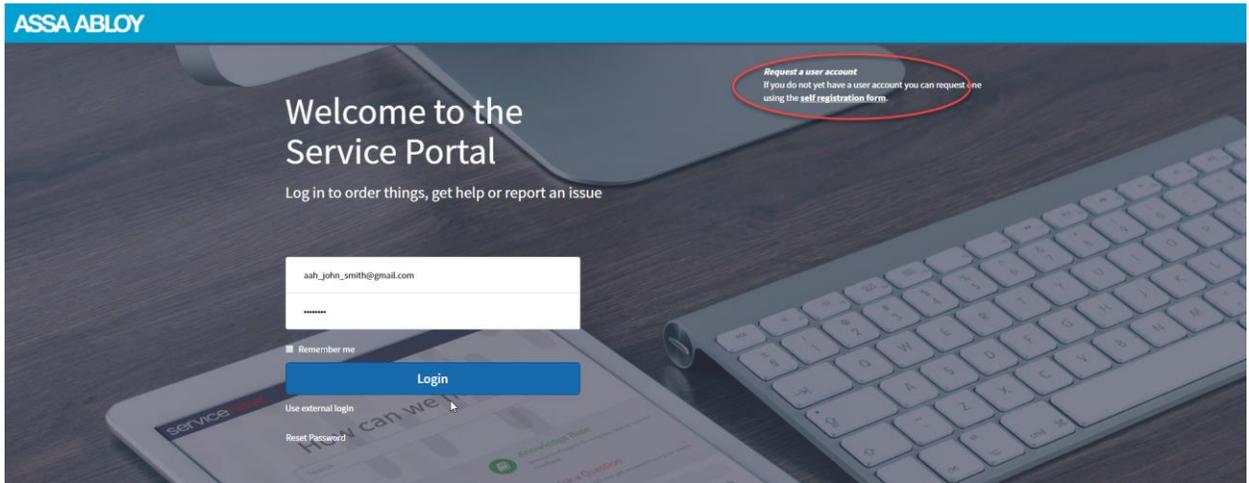


# Register in ServiceNow

1. To register a user in ServiceNow follow this Link:  
<https://assaabloyhospitality.service-now.com/assaabloy>  
and click the link marked in picture below



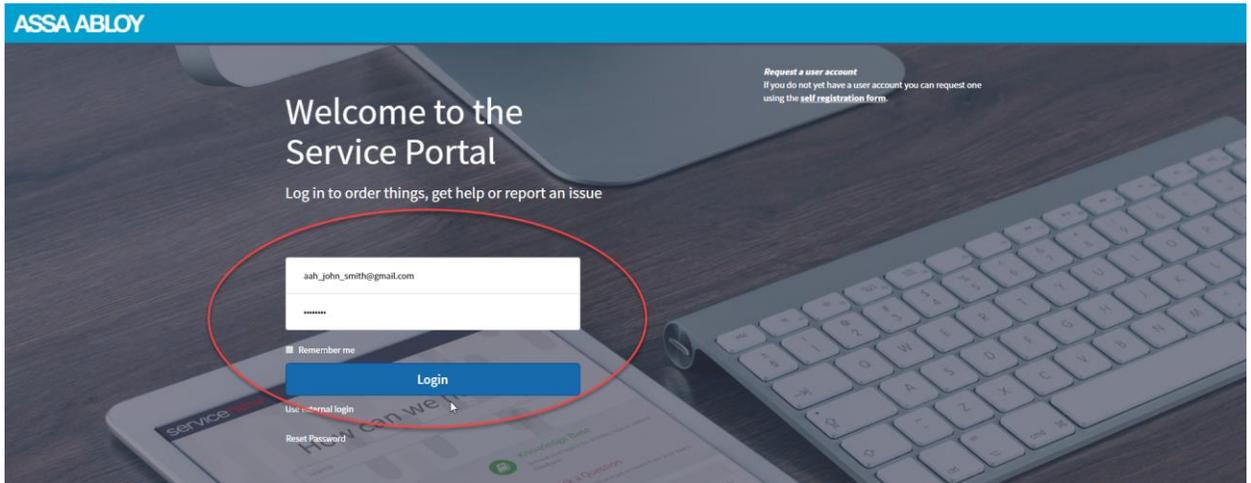
2. Fill the form with details
  - First name
  - Last name
  - Email
  - Business Phone
  - Country
  - System number (in the first box fill in only the characters and the digits in the second one.)  
If the system number contains a Space or a "-" or any other special character these shall not be filled)
  - Read the Terms of Service and agree by checking the checkbox

(If you need guidance to find your system number click the information button marked in the picture below

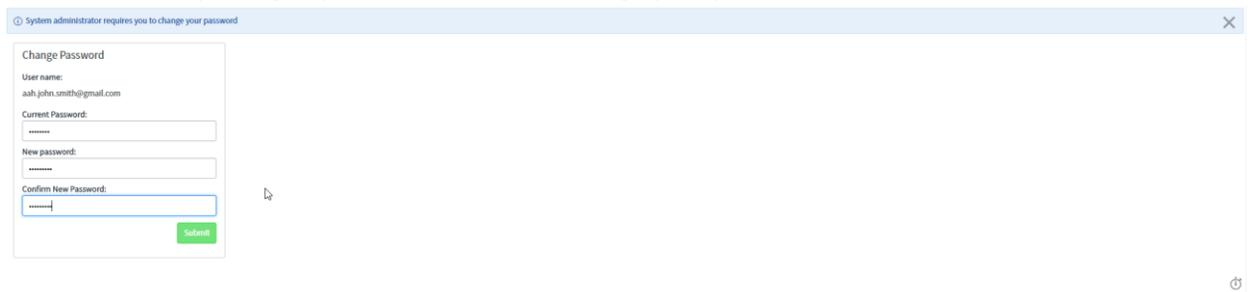
3. When your account is approved you will receive an email with logon details



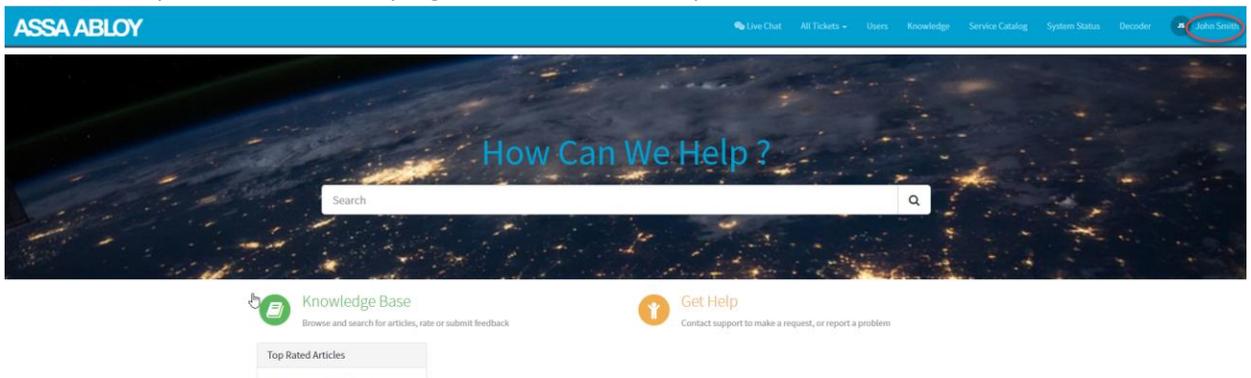
4. Logon with the details received in the email <https://assaabloyhospitality.service-now.com/assaabloy>



5. First time when you logon you will be asked to change your password

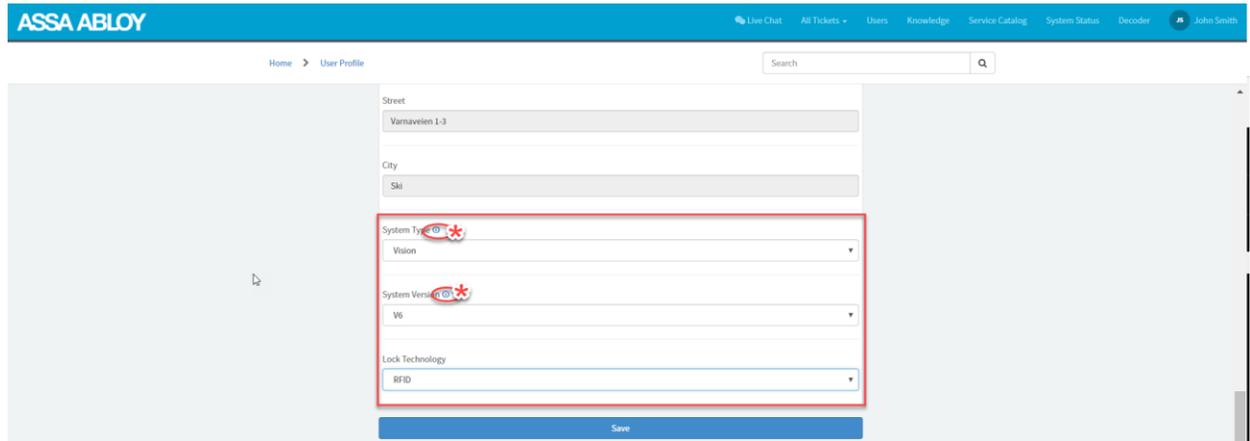


6. When you first access the page make sure to update the profile information and update the details, click your name in the top right corner (marked in picture below).

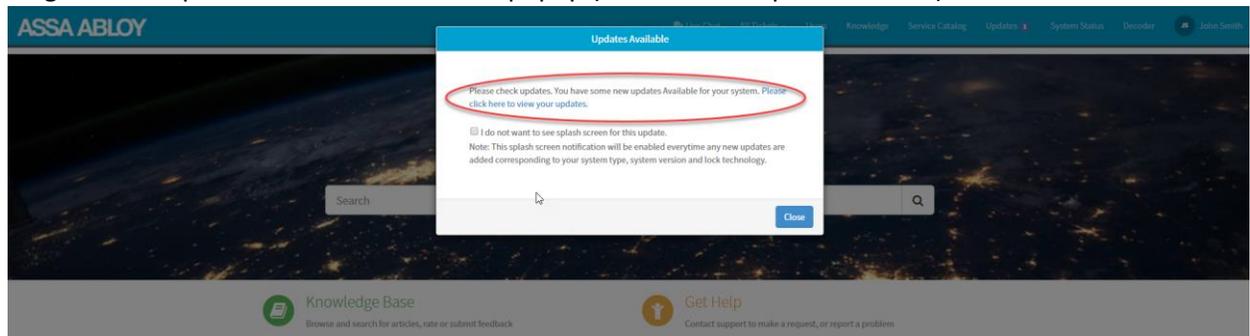


Make sure that the System Type, System Version and Lock technology details in you profile is correct and up to date (marked with a square in picture below).

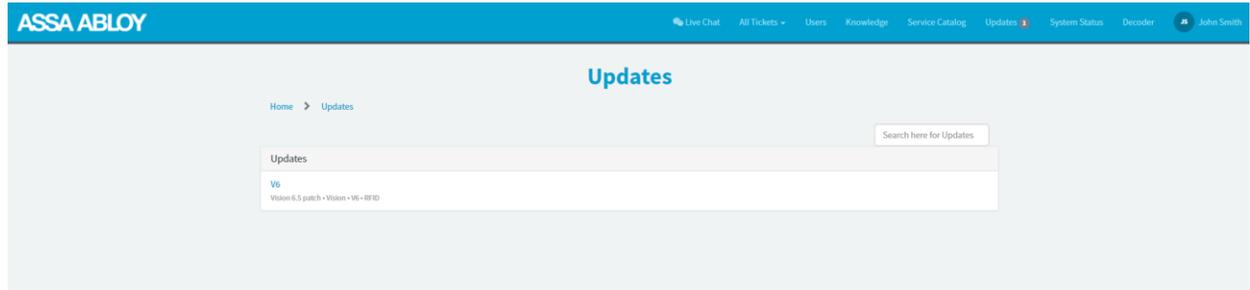
If you need guidance where to find what System Type and System Version that you have installed click the information buttons (marked with a \* in the picture below.



7. Now you are done with the registration and update of your system and if there are an available Update for your system you will be notified with a popup like in picture below. To get to the update follow the link in the popup (marked in the picture below)



8. You will see a list of available updates for your system in a list, click the newest one to get to the specific update



9. Updates can contain files if there are any files available for download they will be visible on the right side (marked in red on picture below):  
If there are no files available the text on the left side will instruct you of steps you need to take (marked in blue on picture below)

## Update Details

**Updates record details**

<b>System type</b> Vision	<b>System version</b> V5
<b>Lock Technology</b> RFID	<b>Created</b> 10d ago

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**Vision 6.5**

There are a recommended upgrade available for your installation  
Please contact your local ASSA ABLOY Hospitality Service provider for further instructions  
Please find the contact details on this link:  
[Local ASSA ABLOY Hospitality Service providers](#)

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**Updated**  
8d ago

**Attachments**

*There are no attachments*