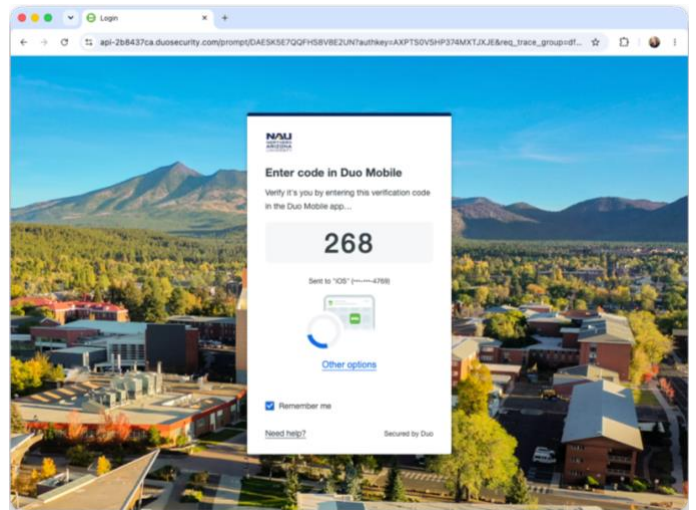
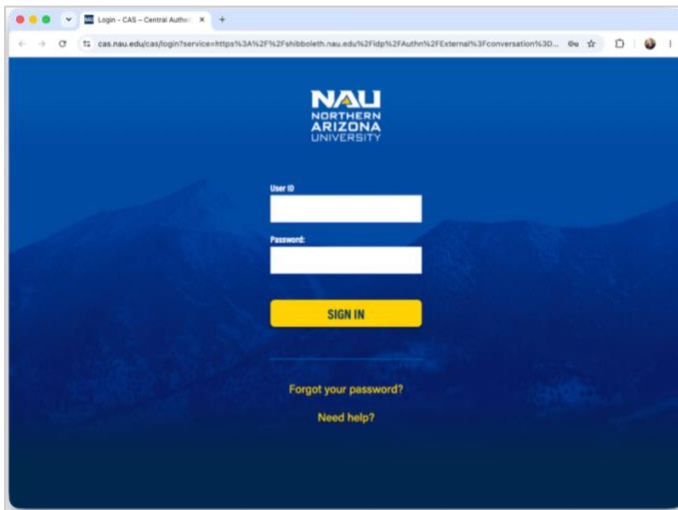
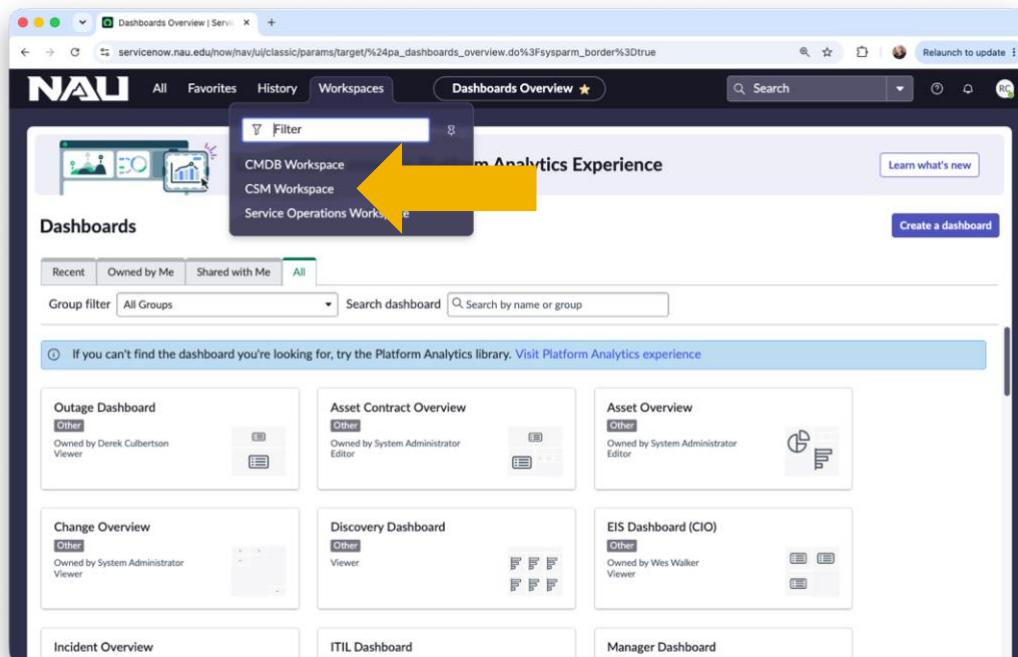


How to Set Your Workspace as Your Homepage

First, open a web browser and navigate to servicenow.nau.edu. Log in with your NAU credentials and complete the Duo authentication prompt. Once authenticated, you'll arrive at the ServiceNow homepage.

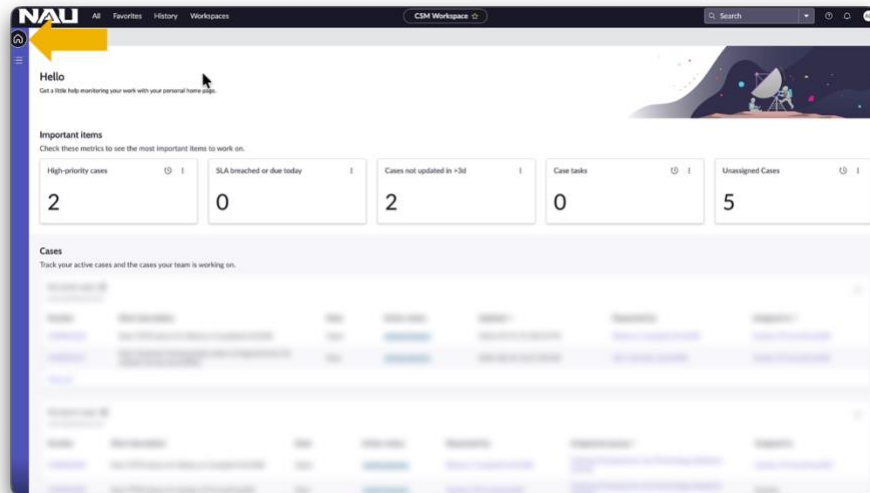


From the top navigation bar, select **Workspaces**. When the drop-down menu appears, select **CSM Workspace**.



Note: If you are not on your homepage, select the **Home** icon in the upper-left corner of the screen.

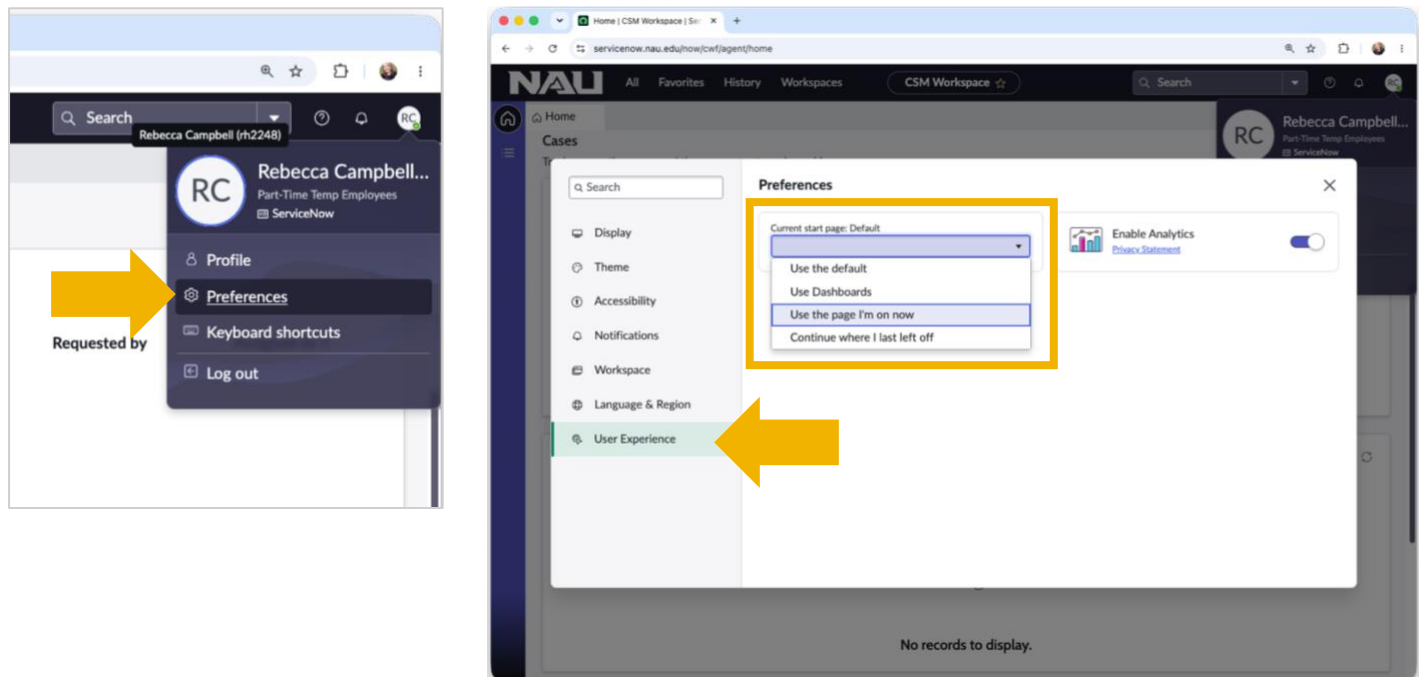
Next, set the current page as your ServiceNow homepage.



Select your profile icon in the upper-right corner of the screen, then select **Preferences**.

In the Preferences window, select **User Experience** from the menu on the left. Under the homepage options, open the drop-down menu and select **Use the page I'm on now** to make your current workspace your default homepage. Alternatively, select **Continue where I last left off** if that option better supports your workflow.

Select the **X** in the upper-right corner of the Preferences window. Your selections will be saved automatically.



The next time you open ServiceNow, your CSM Workspace will appear as your homepage.

For additional assistance, contact the ITS Service Desk at 928-523-3335.