How to login to ServiceNow Portal - SJH Workstations

Steps:

1. Open a browser (Google Chrome preferred) and navigate to https://okta.stjoe.org

2. Click on "Self-Service Portal".

3. Click "Use external login".
4. Enter your network Domain\User ID and click "Submit".

For example:
**St. Joseph:** SJHS-NT\User ID

5. If you are working internally at a PSJH location, you will not be required to enter a password at this point and the browser you are using will remember these settings and log you in automatically until your cookies and cache are cleared. If you are working remotely or on a shared workstation, continue to step 6.

6. You will be prompted to enter in your network username and password as seen below. Enter your network credentials to finish the login process.