Requesting a Service Account

To run processes in Laserfiche, you will need a service account. Here is how to request one:

- Go to itselfservice.tamu.edu
- Select the "Services" tab
- Choose "Services Catalog"
- Select "Active Directory"
- Choose "Active Directory NetID Based Authentication"
- In the "Request this Service" box, select NetID Special Purpose Account Request
- Complete the form and add to cart
- Select "Proceed to Checkout"
- Review your order and then select "Place Order"
- Your supervisor will receive an email requesting approval for this Service Request
- Once we process the documentation, Indentity Mangement will notify you

We suggest that you follow the naming convention for the service account like tamu<dept name>-<group name>-svc, since it will be easier to manage. We recommend that you get one for test and one for your production environment. Processes should run under the service account.