

ReADY Request

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971-722-4800

ReADY URL: <https://pcc.assetworks.cloud>

Logging into ReADY

- You will be using myPCC login screen (Single Sign On)

The image shows a login interface with a yellow background. At the top, a dark yellow header contains the text "Sign in with your PCC account:". Below this, the "Username:" label is positioned to the left of a white input field. To the right of the input field is a link that says "Need your username?". Below the username field, the "Password:" label is to the left of another white input field. To the right of this field is a link that says "Forgot your password?". A dark blue button with the word "LOGIN" in white capital letters is centered below the password field. At the bottom of the form, a paragraph of text reads: "For your security, please **log out** and **exit your web browser** when you are done accessing services that require authentication."

Sign in with your PCC account:

Username:

[Need your username?](#)

Password:

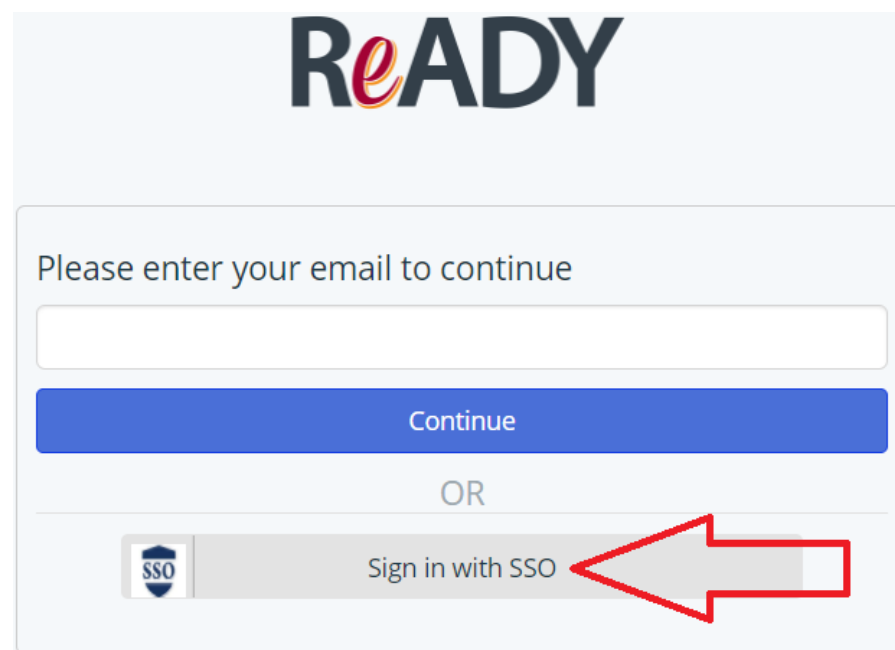
[Forgot your password?](#)

LOGIN

For your security, please **log out** and **exit your web browser** when you are done accessing services that require authentication.

In rare situations

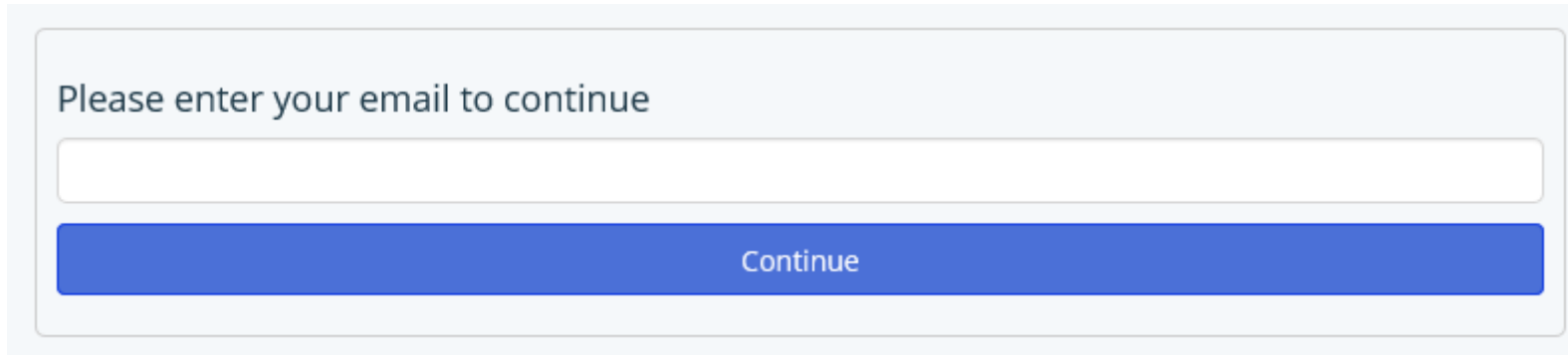
- You might be redirected to slightly different login screen shown below. Click on the **Sign in with SSO** (Single Sign On) to be directed to myPCC login screen.



The image shows a login interface for 'ReADY'. At the top is the 'ReADY' logo. Below it is a text prompt 'Please enter your email to continue' followed by an empty text input field. A blue 'Continue' button is positioned below the input field. Underneath the button is the word 'OR'. At the bottom, there is a button labeled 'Sign in with SSO' which includes a small 'SSO' icon on the left. A red arrow points from the right side of the 'Sign in with SSO' button towards the left.

First time user

- If this is your first time logging into ReADY, you will be asked to enter your email address:

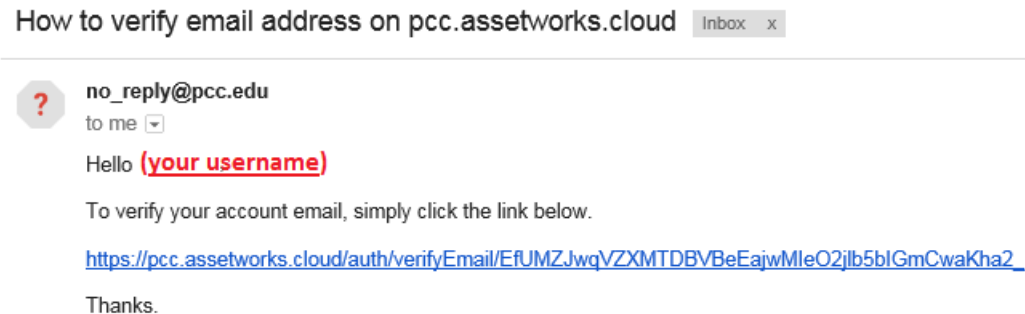
A screenshot of a web form for first-time users. It features a light blue header bar with the text "Please enter your email to continue". Below this is a white text input field. At the bottom is a solid blue button with the word "Continue" in white text.

Please enter your email to continue

Continue

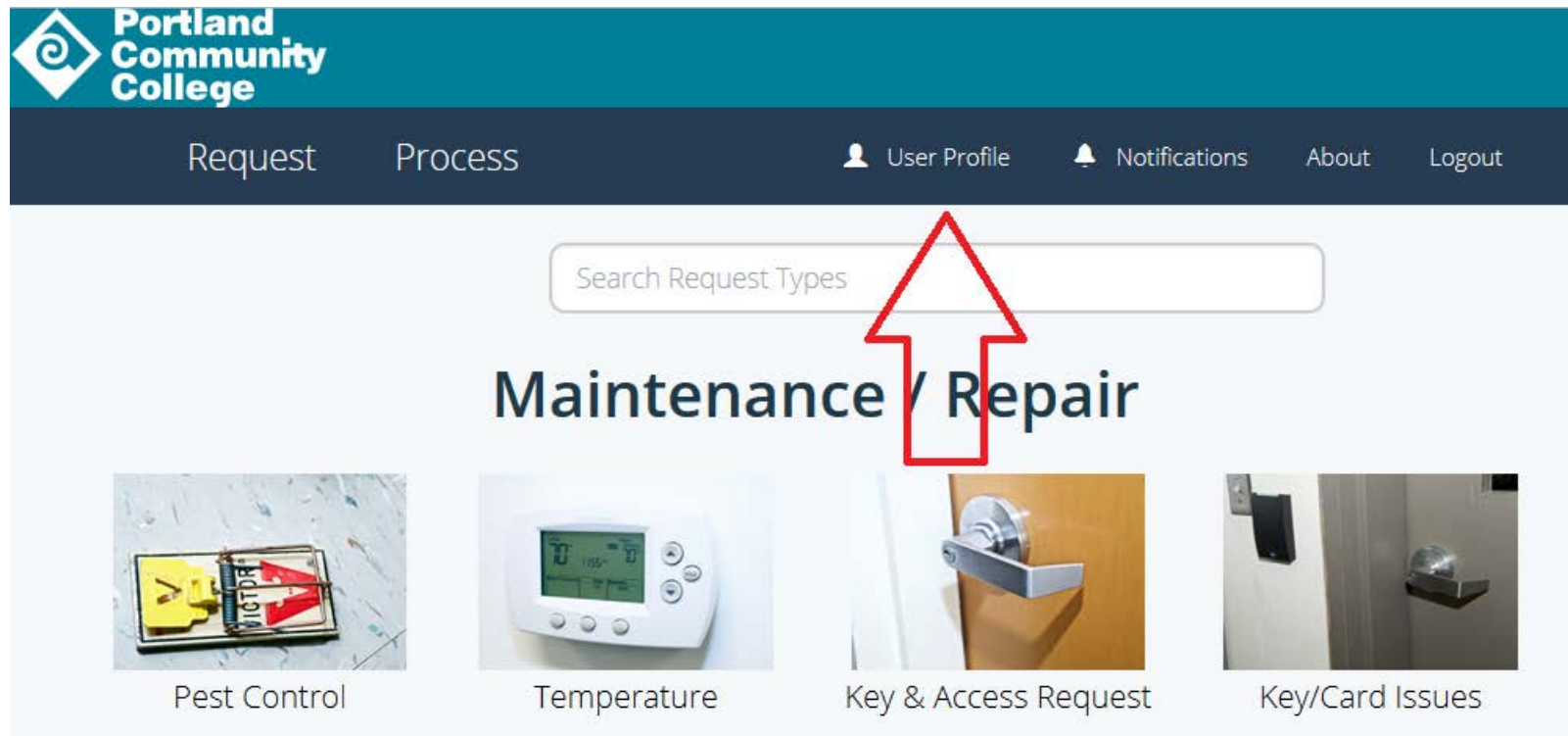
First time user – verify email address

- You will receive email from ReADY asking to verify your email. Click on provided link to verify your email.



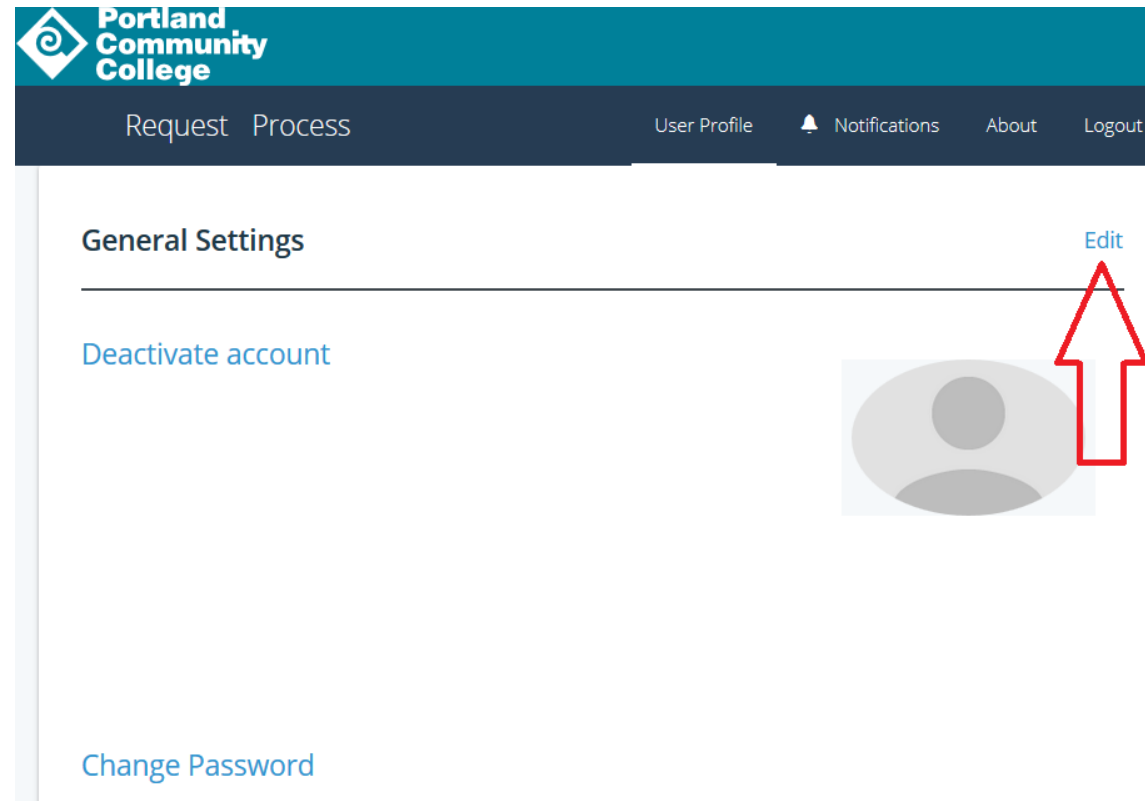
ReADY request home screen – setup User Profile

- Click on **User Profile** link



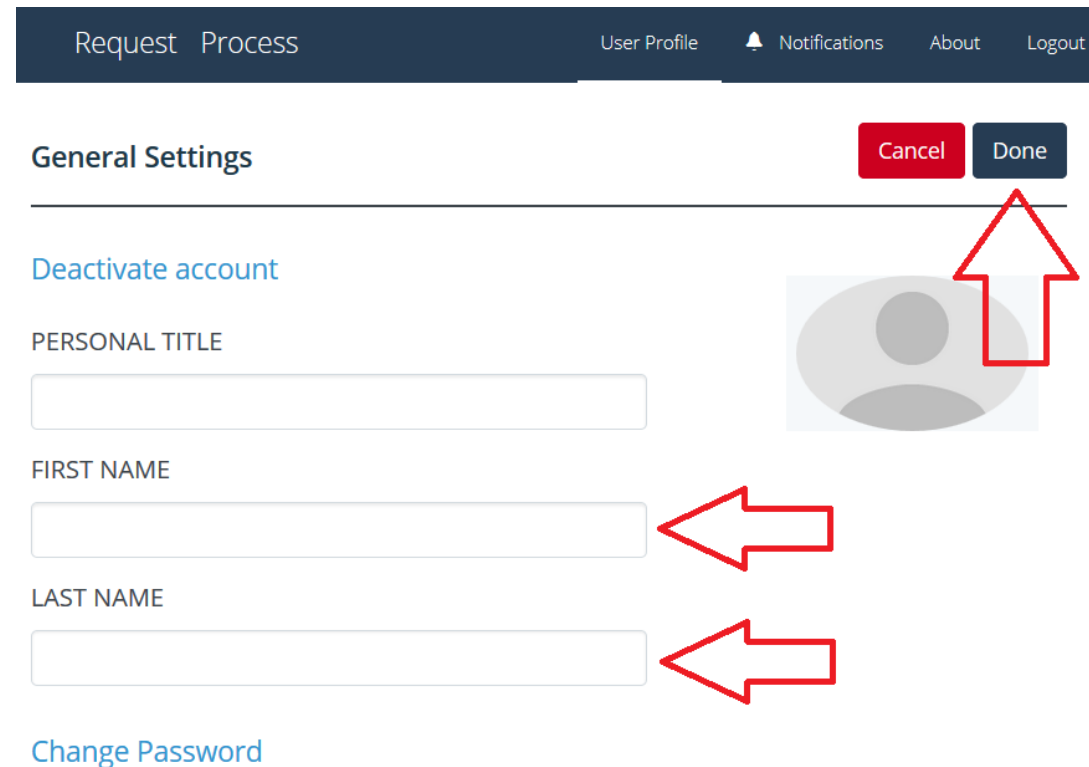
User Profile

- On User Profile screen click Edit button (upper right side)



User Profile - Edit

- Fill out your first/last name fields and click Done.



The image shows a user profile editing interface. At the top is a dark blue navigation bar with links: Request, Process, User Profile, Notifications, About, and Logout. Below the navigation bar is a section titled 'General Settings' with a 'Cancel' button (red) and a 'Done' button (dark blue). A red arrow points to the 'Done' button. Below the 'General Settings' section is a 'Deactivate account' link. To the right of the form is a placeholder for a profile picture. Below the profile picture are three text input fields: 'PERSONAL TITLE', 'FIRST NAME', and 'LAST NAME'. Red arrows point to the 'FIRST NAME' and 'LAST NAME' fields. At the bottom is a 'Change Password' link.

Request Process User Profile Notifications About Logout

General Settings Cancel Done

Deactivate account

PERSONAL TITLE

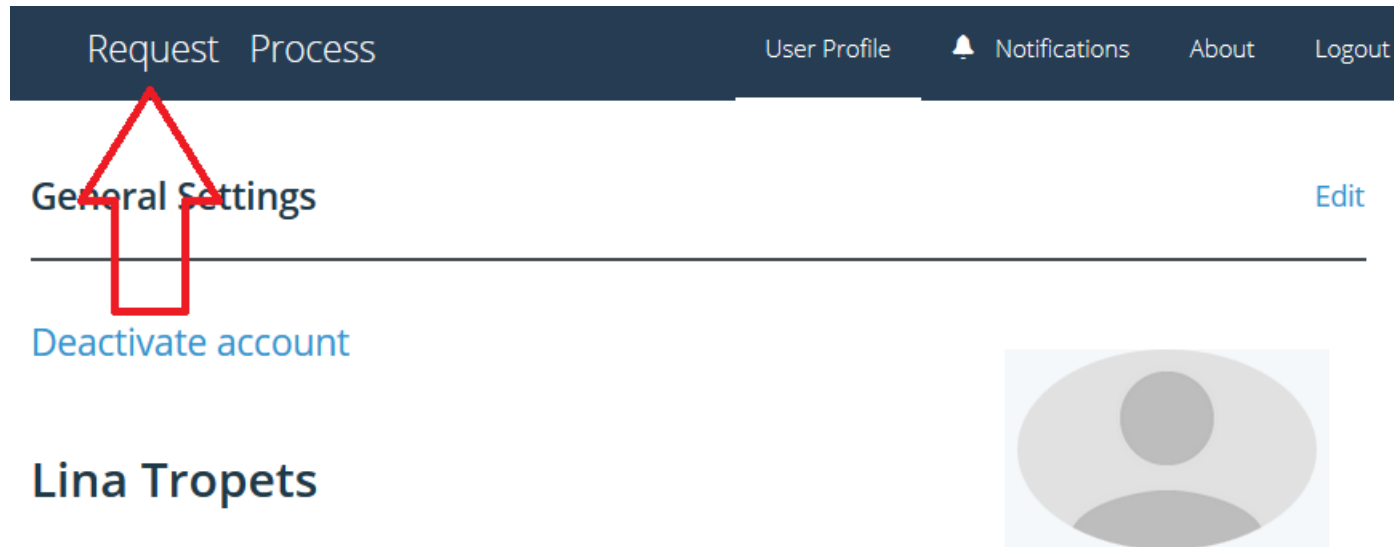
FIRST NAME

LAST NAME

Change Password

Going back to ReADY request home page

- Click on ReADY Request link (upper left side) – will take you back to the main request home page



ReADY request home screen

- Now you are ready to turn in SRC requests. Simply click on a tile/image below and answer the questions.

