ReADY Request

Contact **Dmitry Tropets** for <u>technical assistance</u>:

dtropets@pcc.edu

Contact **Service Request Center** (**SRC**) for <u>request assistance</u>:

971-722-4800

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

Logging into ReADY

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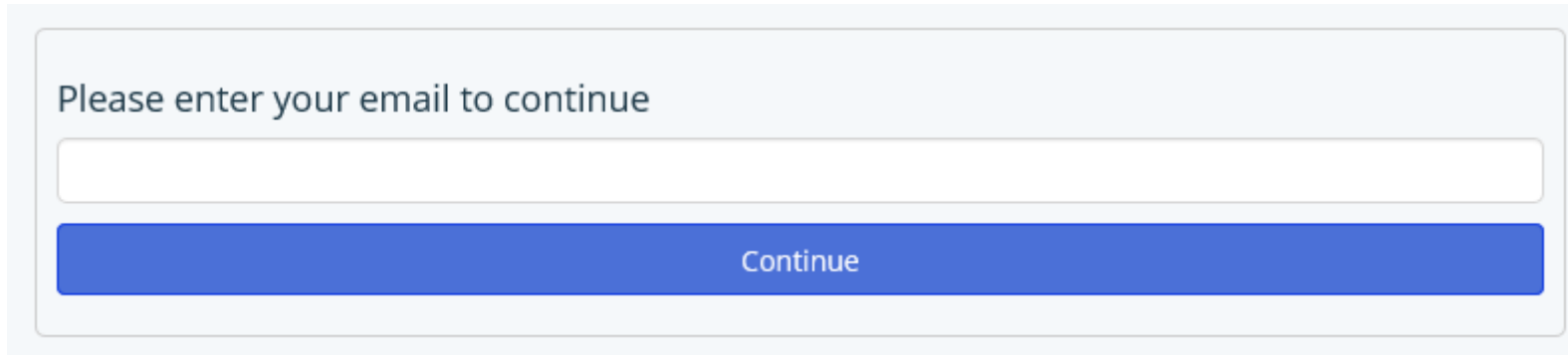
In rare situations

- 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.

First time user

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

Please enter your email to continue
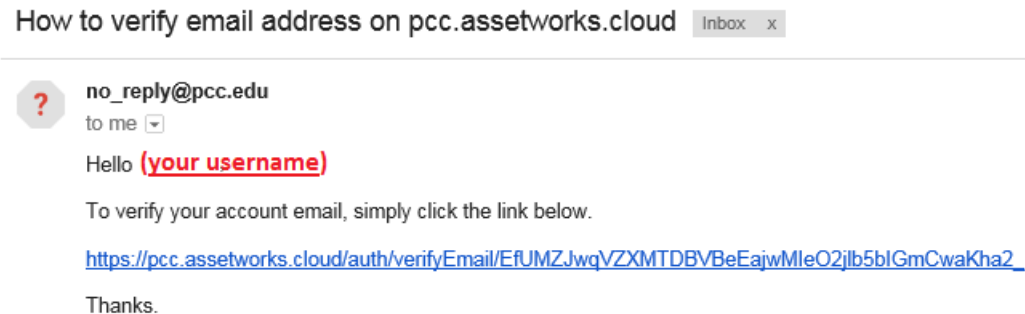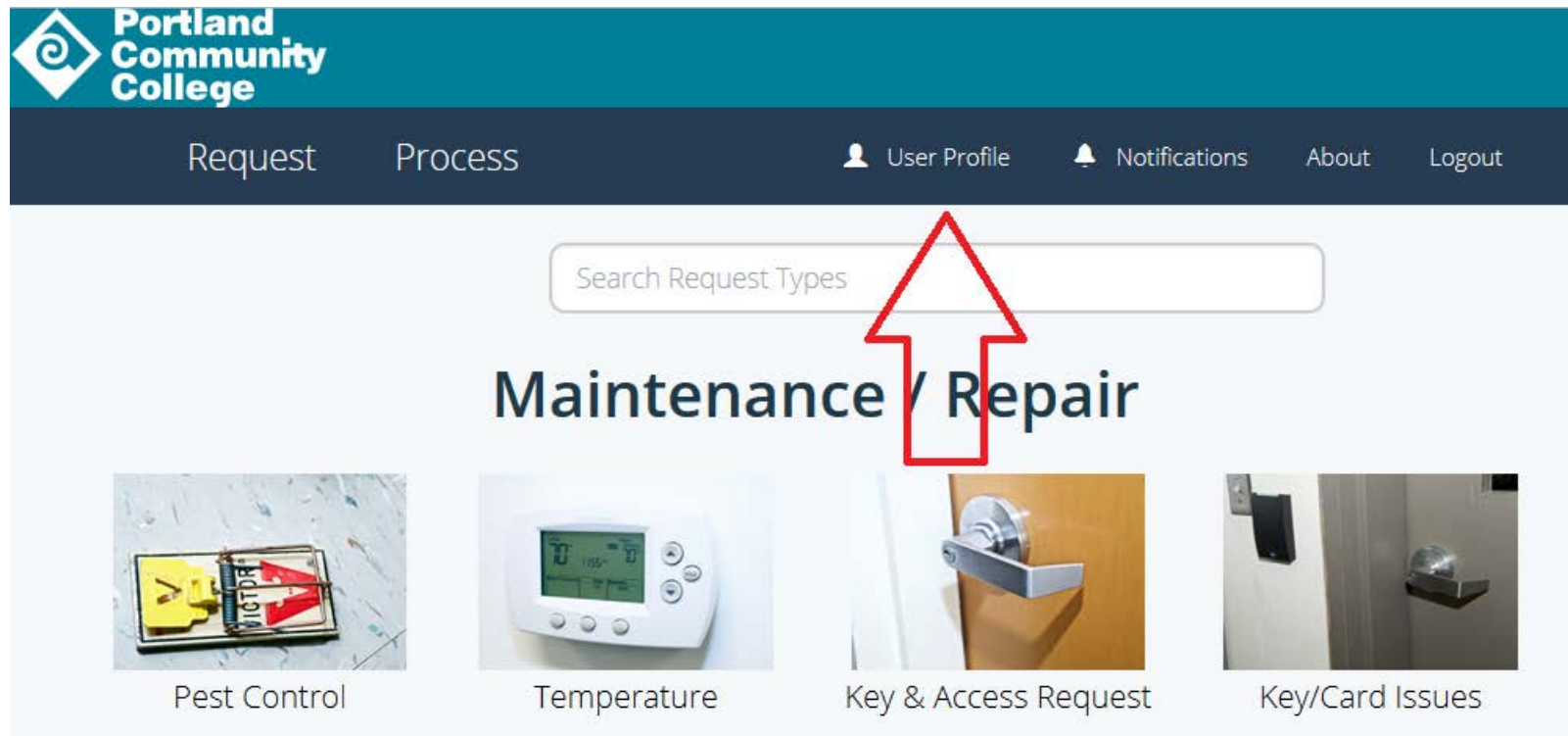
Continue

First time user – verify email address

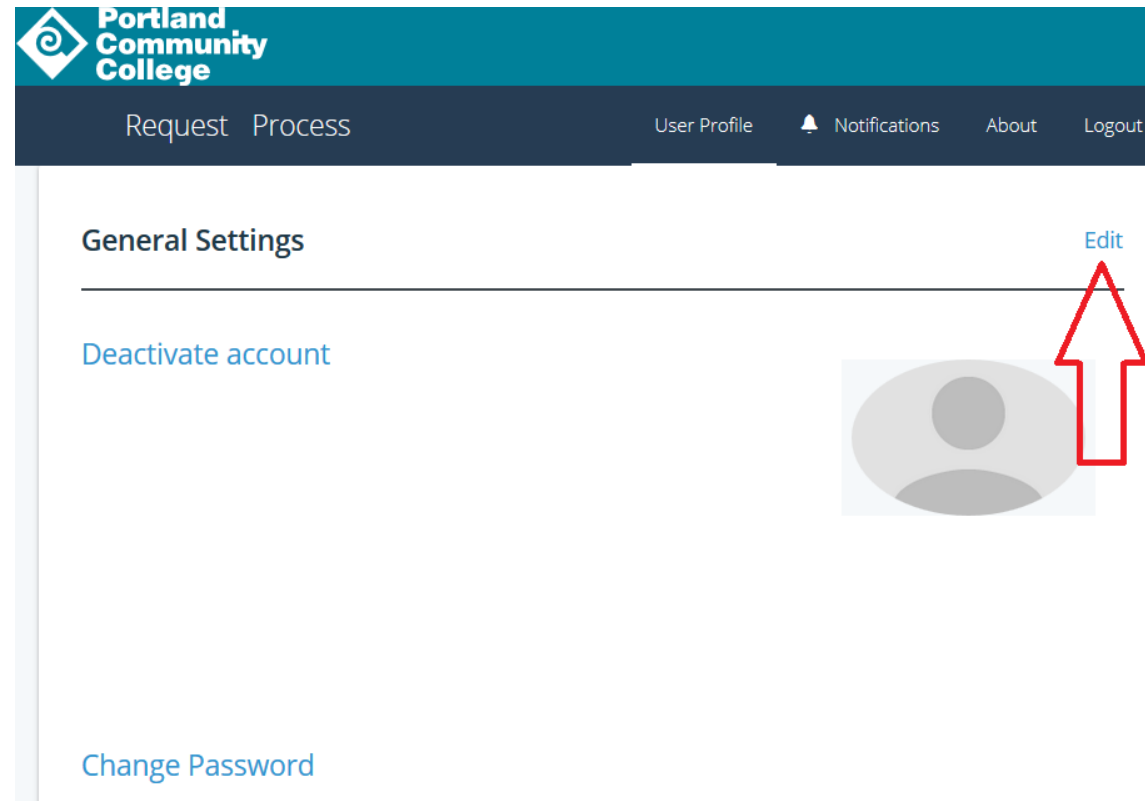- You will receive email from ReADY asking to verify your email. Click on provided link to verify your email.

ReADY request home screen – setup User Profile
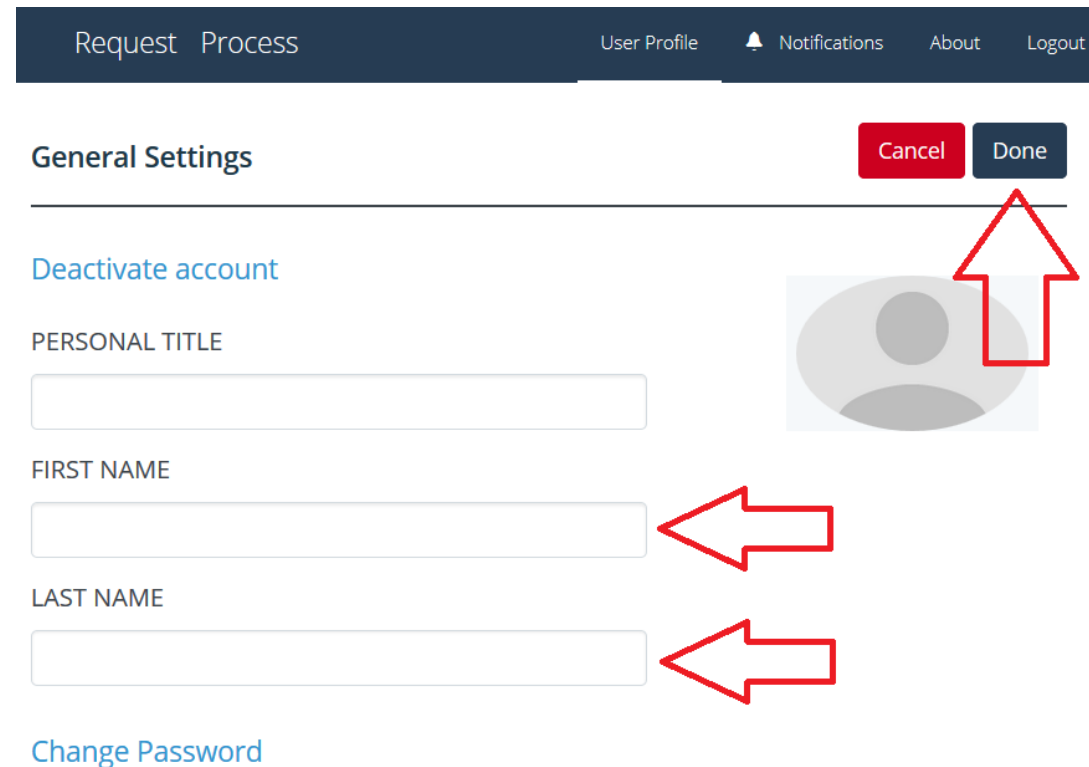
- Click on **User Profile** link

User Profile

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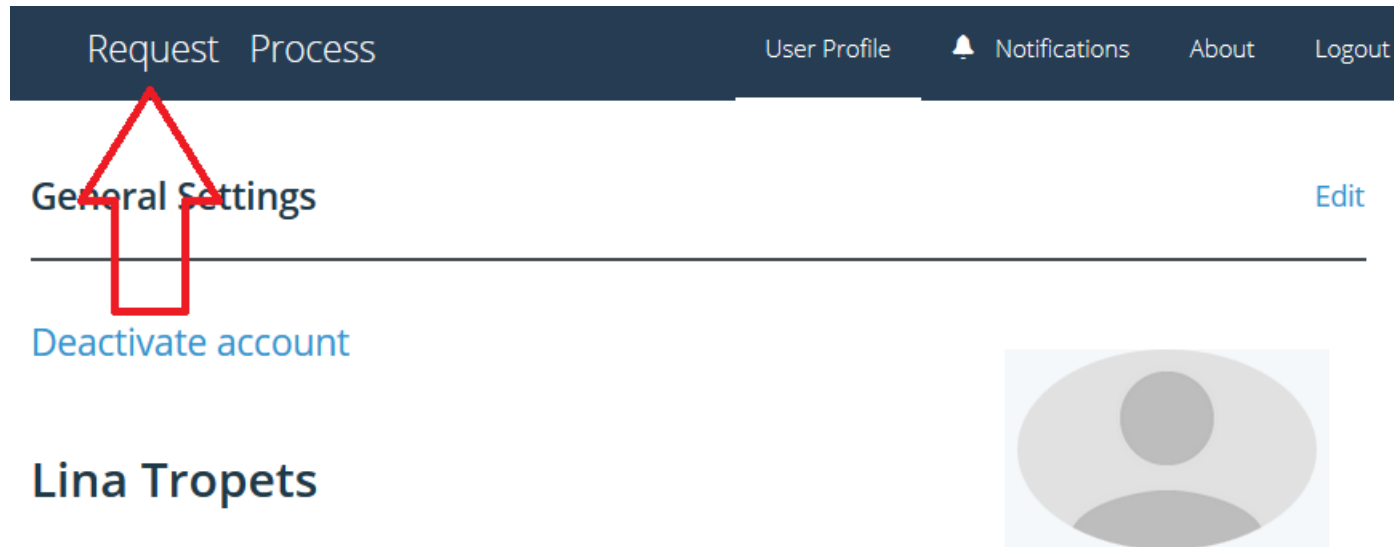
User Profile - Edit

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

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.