

ReADY Request

Contact **David Squier** for technical assistance:

david.squier15@pcc.edu

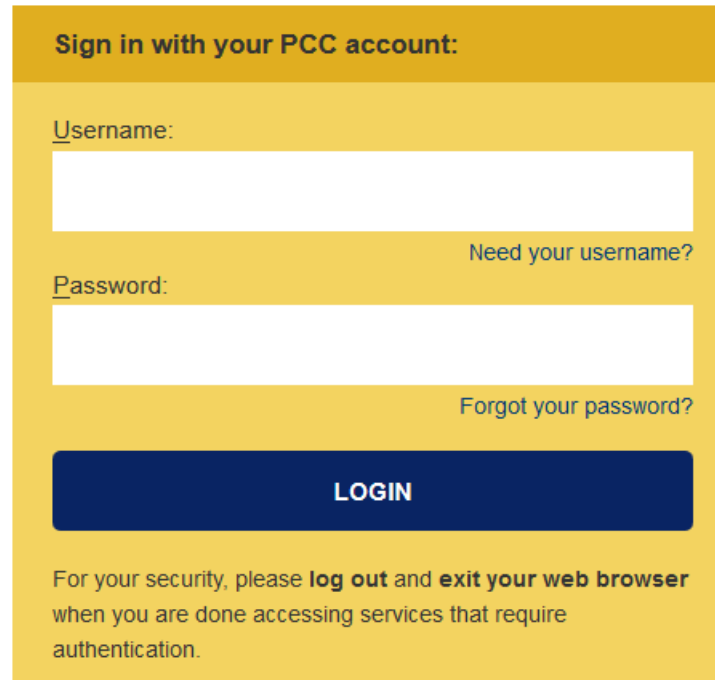
Contact **Service Request Center (SRC)** for request assistance:

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 form with a yellow background. At the top, it says "Sign in with your PCC account:". Below this are two input fields: "Username:" and "Password:". To the right of the username field is a link "Need your username?". To the right of the password field is a link "Forgot your password?". Below the input fields is a dark blue button with the text "LOGIN" in white. At the bottom of the form, there is a security warning: "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:

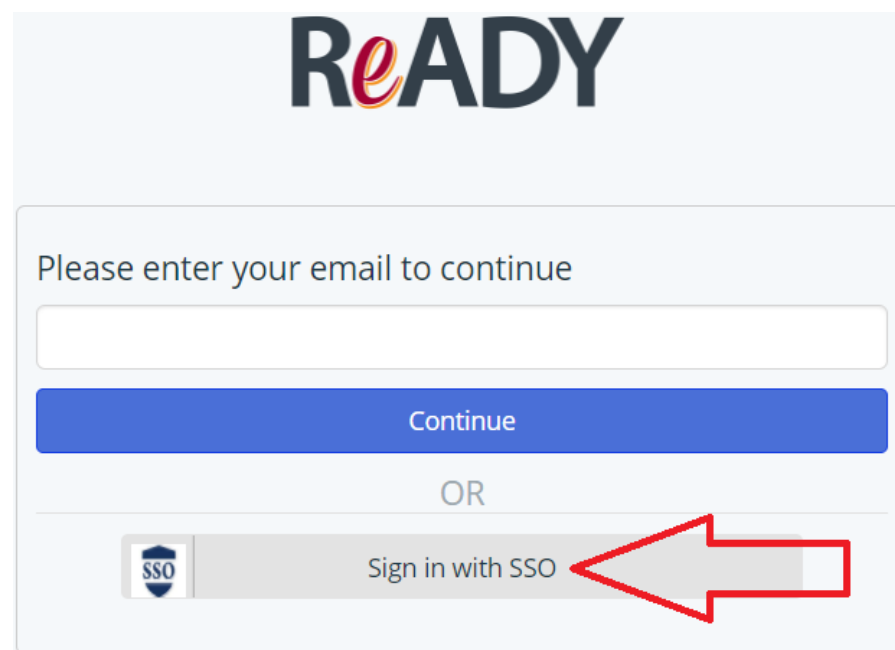
Forgot your password?

LOGIN

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

In rare situations

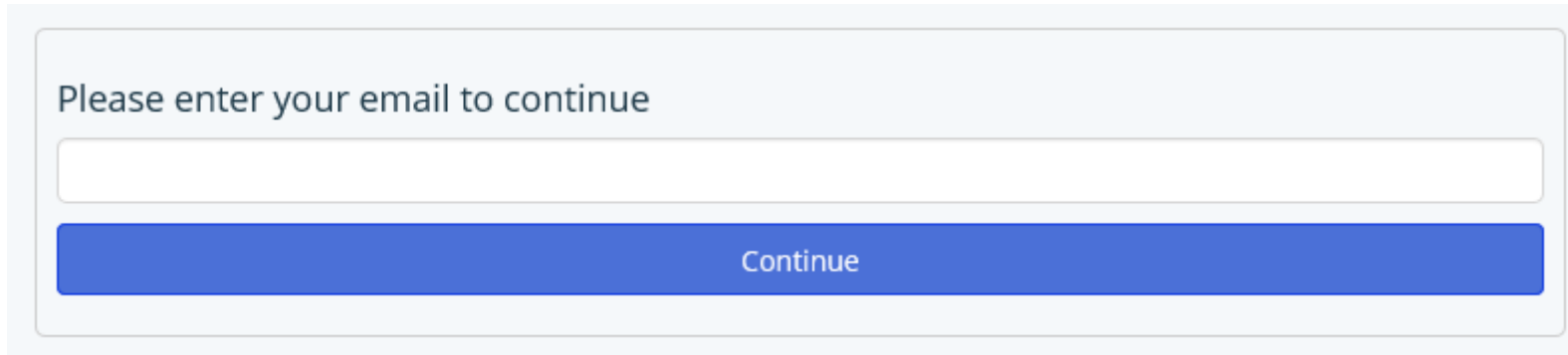
- You might be redirected to slightly different login screen shown below. Click on the **Sign in with SSO** (Single Sign On) to be directed to myPCC login screen.



The image shows a login interface for 'ReADY'. At the top, the logo 'ReADY' is displayed in a stylized font. Below the logo, the text 'Please enter your email to continue' is followed by an empty text input field. Underneath the input field is a blue button labeled 'Continue'. Below the 'Continue' button is the word 'OR'. At the bottom, there is a button labeled 'Sign in with SSO' with a small 'SSO' icon to its left. A red arrow points to the 'Sign in with SSO' button.

First time user

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



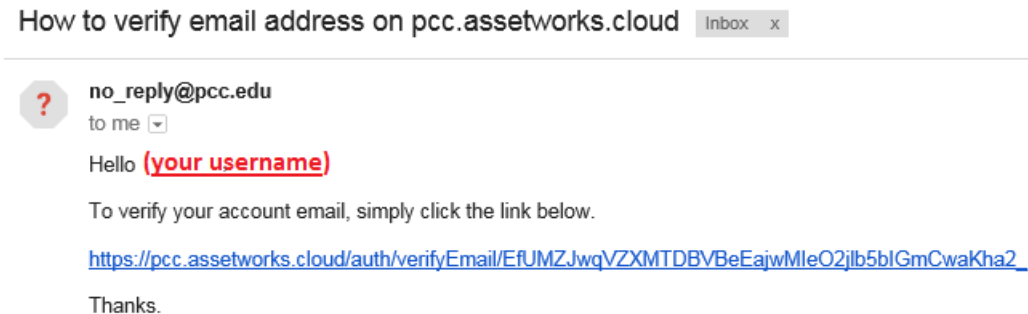
Please enter your email to continue

Continue

The image shows a light blue rectangular box containing a form. At the top, the text "Please enter your email to continue" is displayed in a dark grey font. Below this text is a white rectangular input field with a thin grey border. At the bottom of the box is a solid blue button with the word "Continue" written in white text in the center.

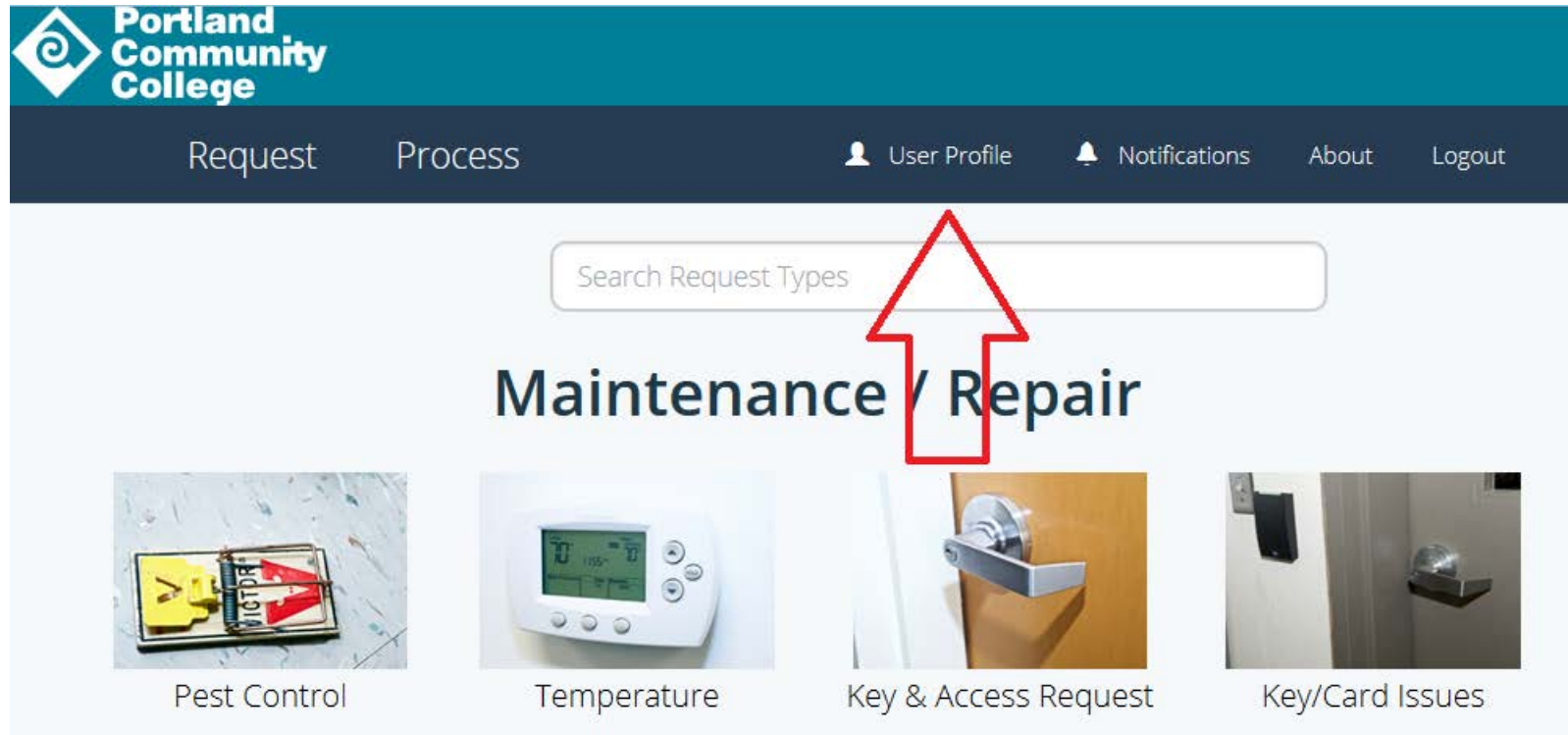
First time user – verify email address

- 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

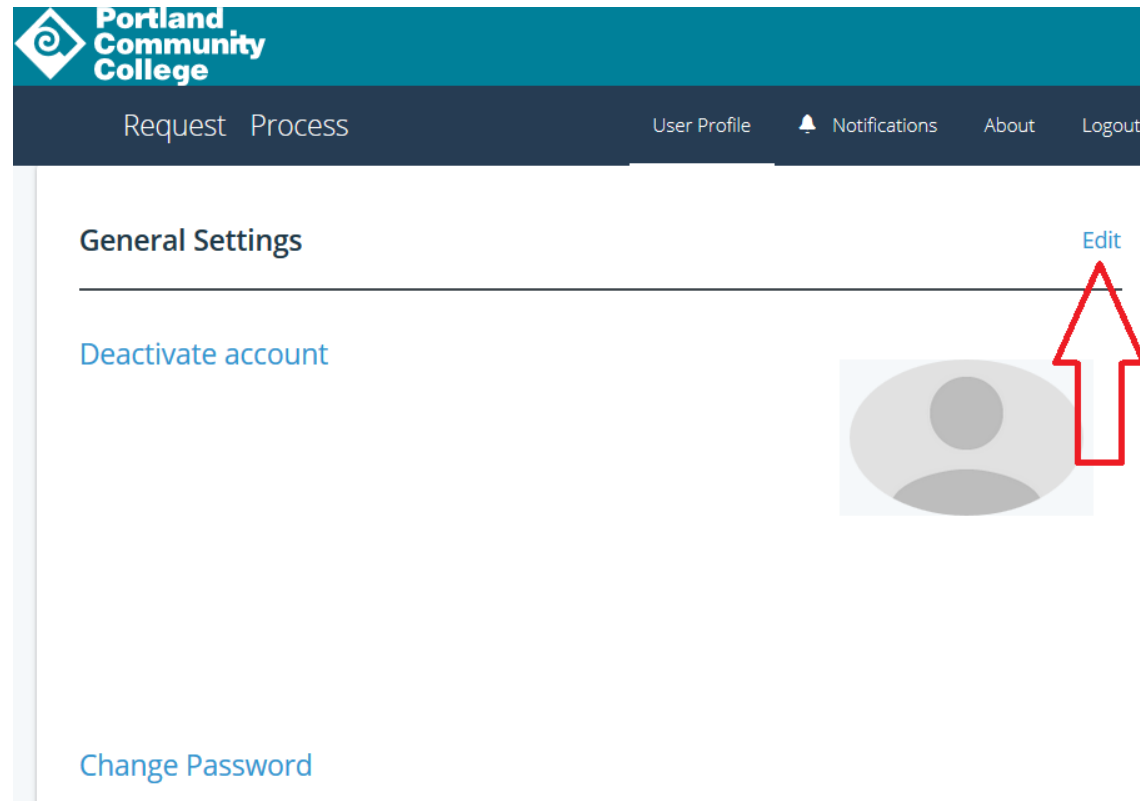
- Click on **User Profile** link



The screenshot displays the ReADY request home screen. At the top left is the Portland Community College logo. The navigation bar includes 'Request', 'Process', 'User Profile', 'Notifications', 'About', and 'Logout'. A search bar labeled 'Search Request Types' is positioned below the navigation bar. The main heading is 'Maintenance / Repair'. Below this heading are four request categories: 'Pest Control' (with a pest control trap image), 'Temperature' (with a thermostat image), 'Key & Access Request' (with a door handle image), and 'Key/Card Issues' (with a door handle image). A red arrow points to the 'User Profile' link in the navigation bar.

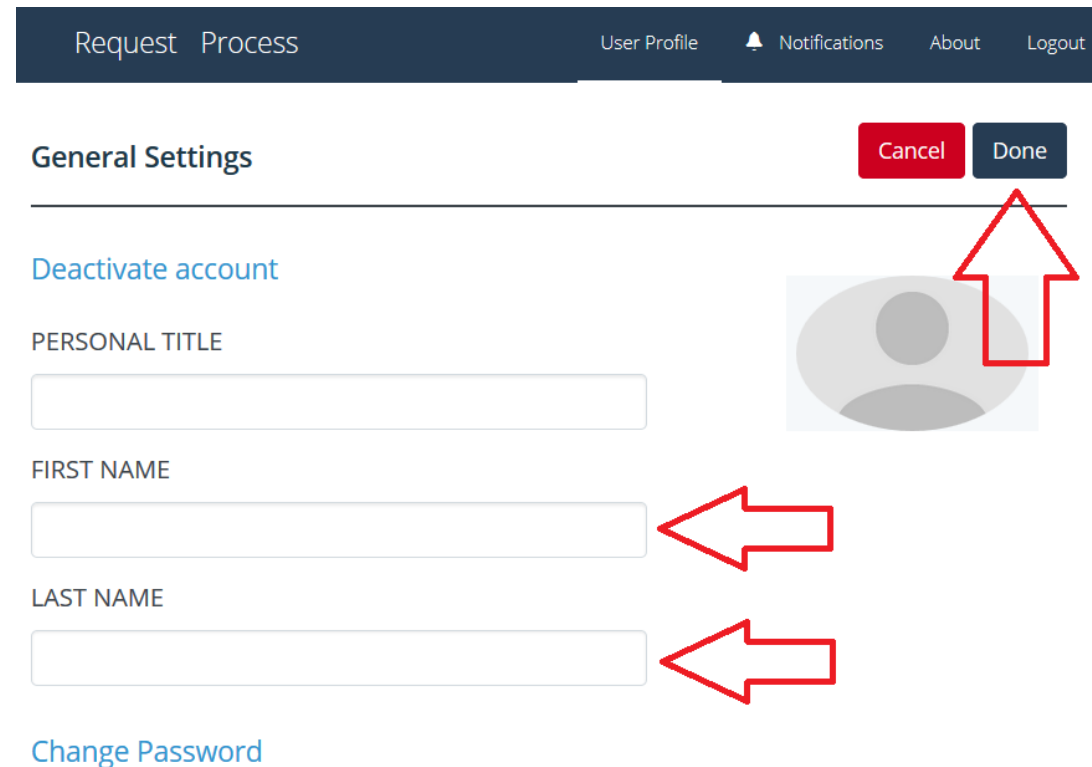
User Profile

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



User Profile - Edit

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



The screenshot shows a user profile editing interface. At the top, a dark blue navigation bar contains the text "Request Process" on the left and "User Profile", "Notifications", "About", and "Logout" on the right. Below the navigation bar, the page title "General Settings" is displayed on the left, and "Cancel" and "Done" buttons are on the right. A horizontal line separates the title from the content. Below the line, there is a link "Deactivate account" in blue. To the right of the form fields is a placeholder for a profile picture, represented by a grey circle with a person icon. Below the profile picture are three text input fields: "PERSONAL TITLE", "FIRST NAME", and "LAST NAME". Red arrows point to the "Done" button, the "FIRST NAME" field, and the "LAST NAME" field. At the bottom of the form, there is a link "Change Password" in blue.

Request Process User Profile Notifications About Logout

General Settings Cancel Done

Deactivate account

PERSONAL TITLE

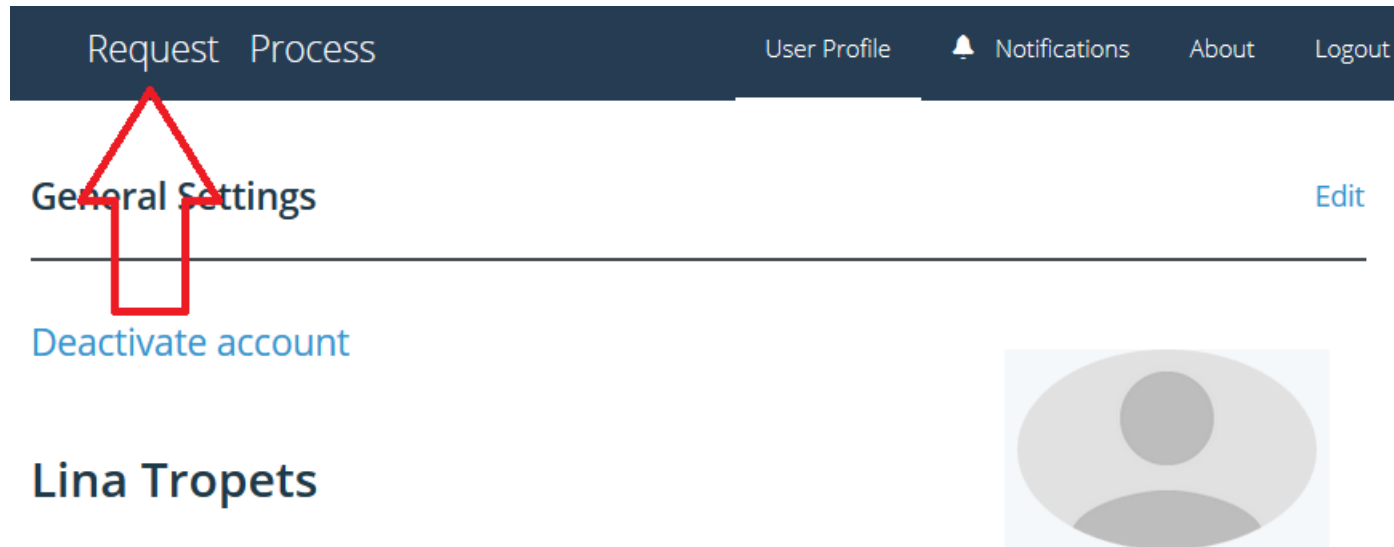
FIRST NAME

LAST NAME

Change Password

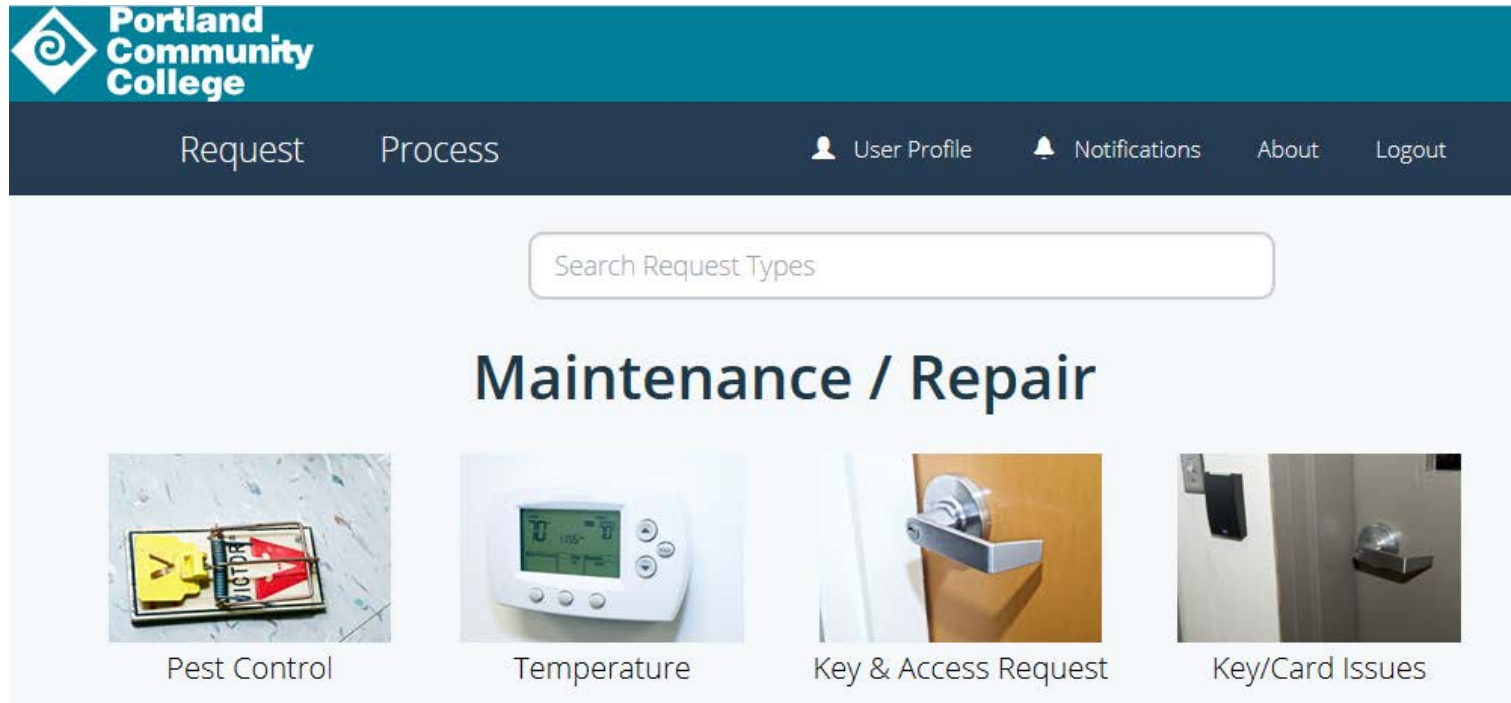
Going back to ReADY request home page

- 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.



The screenshot shows the ReADY request home screen for Portland Community College. At the top left is the college's logo and name. A dark teal navigation bar contains the text 'Request' and 'Process', and icons for 'User Profile', 'Notifications', 'About', and 'Logout'. Below the navigation bar is a search bar labeled 'Search Request Types'. The main content area is titled 'Maintenance / Repair' and features four request tiles: 'Pest Control' (with an image of a trap), 'Temperature' (with an image of a thermostat), 'Key & Access Request' (with an image of a door handle), and 'Key/Card Issues' (with an image of a door handle).

Portland Community College

Request Process

User Profile Notifications About Logout

Search Request Types

Maintenance / Repair

Pest Control

Temperature

Key & Access Request

Key/Card Issues