

# ReADY Request


Contact **Dmitry Tropets** for technical assistance:  
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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).

[Return to PCC home](#)  

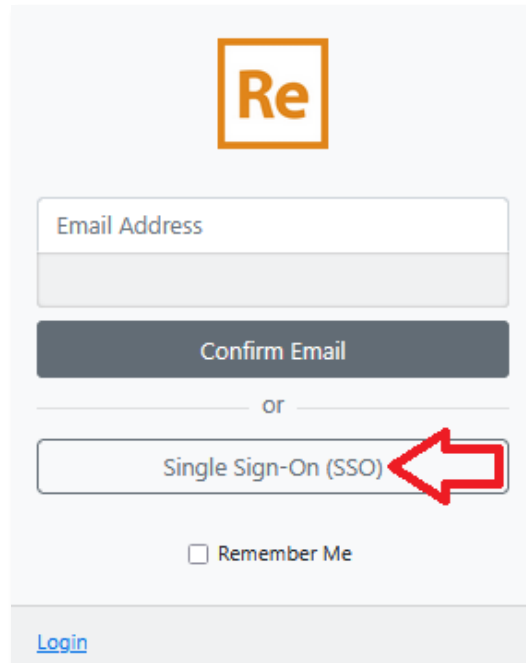
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Sign in with your MyPCC account

*Use your MyPCC username and password*

## In rare situations

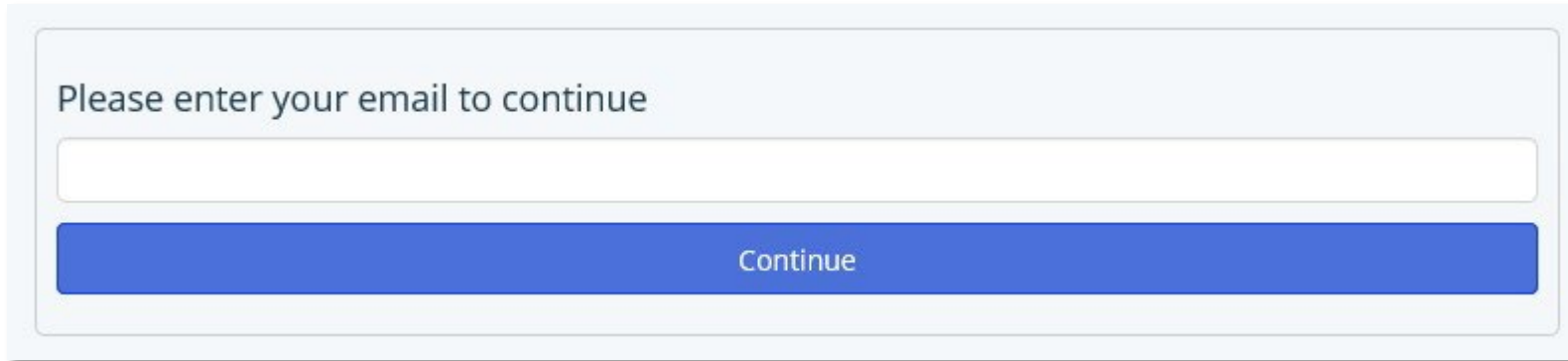
- You might be redirected to slightly different login screen shown below. Click on the **Single Sign-On (SSO)** to be directed to myPCC login screen.



The image shows a login interface with a light gray background. At the top center is an orange square logo containing the text "Re". Below the logo is a white input field with the placeholder text "Email Address". Underneath the input field is a dark gray button labeled "Confirm Email". Below this button is the word "or" centered between two horizontal lines. Underneath the lines is a white button labeled "Single Sign-On (SSO)". A red arrow points to the right side of this button. Below the "Single Sign-On (SSO)" button is a checkbox labeled "Remember Me". At the bottom left of the form is a blue link labeled "Login".

# First time user

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

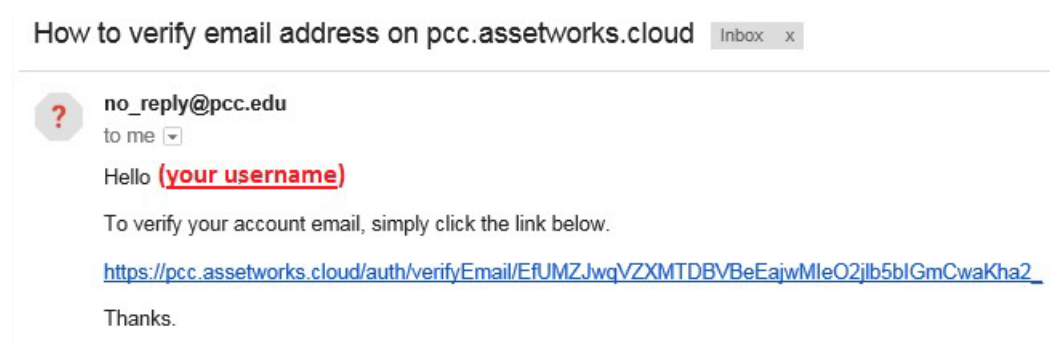
A light blue rectangular box with rounded corners and a subtle drop shadow. Inside the box, at the top, is the text "Please enter your email to continue" in a dark grey font. Below this text is a white rectangular input field with a thin grey border. At the bottom of the box is a solid blue rectangular button with the word "Continue" written in white text in the center.

Please enter your email to continue

Continue

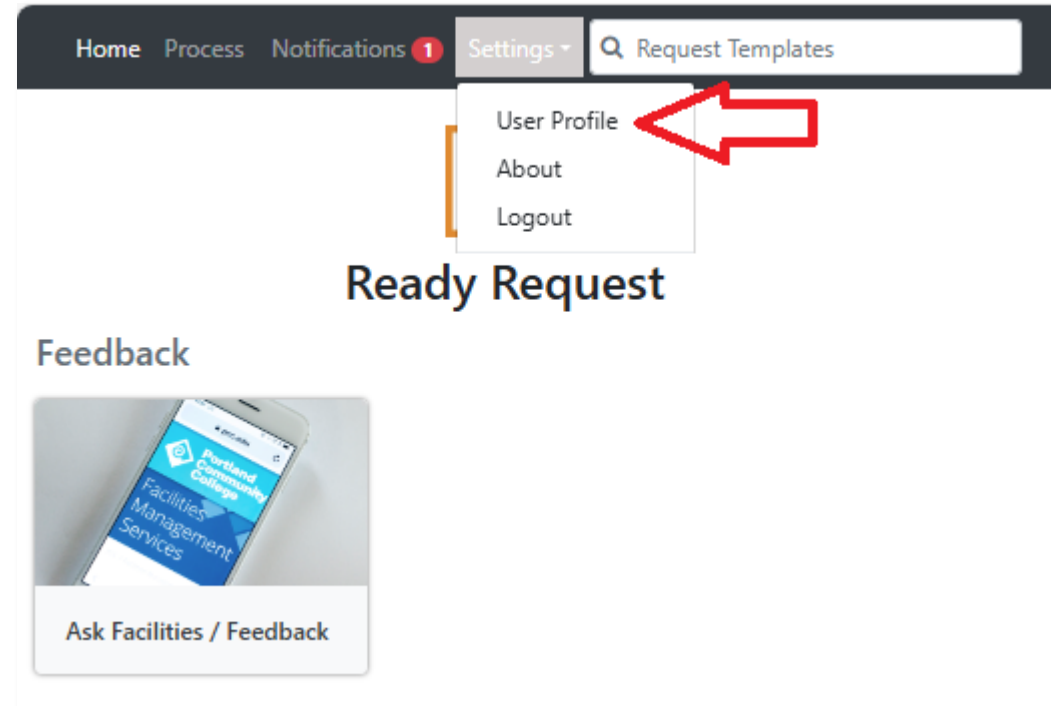
# First time user – verify email address

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



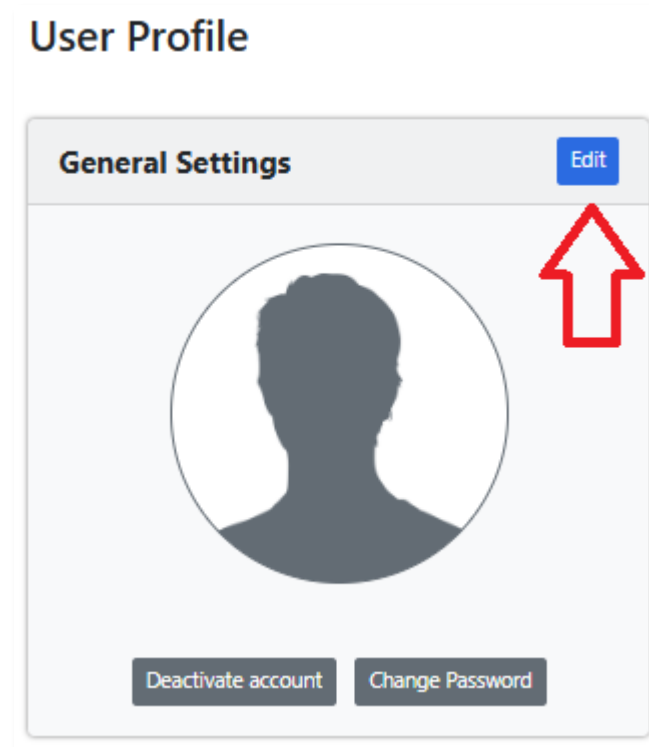
# Setup User Profile

- Click on **Settings > User Profile**:



# User Profile

- On the User Profile screen click the Edit button.




# User Profile - Edit

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

User Profile

General Settings Cancel Done






Personal Title

First Name

Last Name

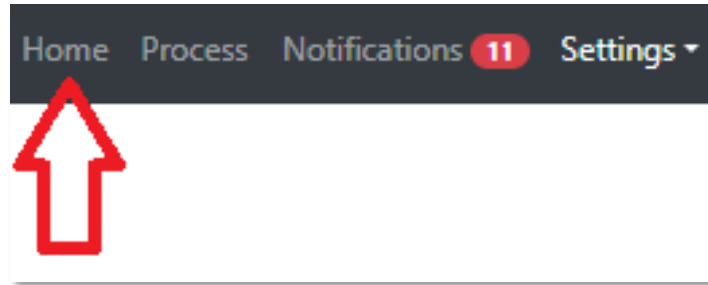
Vendor ID





# Going back to ReADY request home page

- Click on the Home link, it will take you to the main request page.



# ReADY request home screen

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

