



Signing up a New Member

Step 1:

<http://www.maintenanceconnection.com>

Click the **Need to Sign Up for the First Time? Click Here** link.

A screenshot of a Microsoft Internet Explorer browser window displaying the Maintenance Connection login page. The browser's address bar shows the URL: https://www.maintenanceconnection.com/mcv18/online/mc_login.htm. The page has a blue background with the word "Welcome." in large white letters at the top. Below this is a white login box containing the Maintenance Connection logo (v1.9) and the text "Please enter your Member ID and Password:". There are two input fields: "Member ID:" with the text "jsburclaga" and "Password:". An "OK" button is positioned below the fields. Below the login box, there are three links: "Having trouble logging in? Click Here.", "Need to Sign Up for the First Time? Click Here" (which is highlighted with a red rectangular box), and "Did you Forget Your Password? Click Here". At the bottom of the page, there is a copyright notice: "Copyright © 2002-2005 Maintenance Connection, Inc. All Rights Reserved." and a disclaimer: "By clicking OK, you agree to the Terms of Use, including the electronic delivery of important disclosures and other information contained in the Agreement. Please read the Terms of Use and Privacy Policy before you log in." There are also links for "Terms of Use" and "Privacy Policy". The browser's status bar at the bottom shows "Done" and "Internet". A red vertical line is drawn over the page, pointing from the text above to the "Need to Sign Up for the First Time? Click Here" link.

Step 2:

Select the

I am NOT a Member of the Maintenance Connection.

selection and click OK.

Web Based CMMS Software | PM Software | Facility Maintenance | Sign Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://www.maintenanceconnection.com/mcv18/online/mc_signupstart.asp Go

Links MC Vonage T-Mobile Easy Street WebMail Washington Mutual Hotmail Yahoo! Mail Google eBLVD eDEMO Freedom Voice

msn Search Highlight Options Pop-ups Allowed Hotmail Messenger My MSN

Sign Up / Request Info

Maintenance Connection Cancel

By signing up to use the Maintenance Connection or simply requesting information, you are taking the first important step toward ensuring your Company / Organization's assets are well maintained.

Please select an option below.

I am NOT a Member of the Maintenance Connection.

I am an existing Member of the Maintenance Connection.

Member Name:

Password:

OK

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Internet

Step 3:

Make sure the top selection is selected (it should be automatically selected for you) and then enter your **Connection Key = WESTVALLEY**

Then hit the enter key or click the OK button.

Maintenance Connection - Sign Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://www.maintenanceconnection.com/mcv18/online/mc_signupstart.asp Go

Links MC Vonage T-Mobile Easy Street WebMail Washington Mutual Hotmail Yahoo! Mail Google eBLVD eDEMO Freedom Voice

msn Search Highlight Options Pop-ups Allowed Hotmail Messenger My MSN

Sign Up / Request Info

Maintenance Connection ← Back ↩ Cancel

By signing up to use the Maintenance Connection or simply receiving info, you are taking the first important step toward ensuring your Company / Organization's assets are well maintained.

Please select an option below.

I am NOT a Member of the Maintenance Connection:

- I have been provided with a **Connection Key** to **sign up** with an existing Company / Organization that has been previously established.
Connection Key:
- I would like to **request info** for a new Company / Organization on behalf of my Company / Organization.

OK

Internet

Step 4:

Fill out the sign up sheet with your correct information. Make sure you fill out all the required fields signified by the orange star *.

Member ID: If your Member ID is already in use (if this is true you will be informed by an error message after completing this form and pressing the ok button) you will need to think of another.

Password: Your password must be at least 6 characters in length.

Repair Center: Just drop this box down and select your campus, the system will not allow you to proceed without doing so.

Don't forget to click the box at the bottom of the page saying that you agree with the terms of use, otherwise the system will not allow you to proceed.

The screenshot shows a web browser window titled "Maintenance Connection - Sign Up - Microsoft Internet Explorer". The address bar shows the URL: https://www.maintenanceconnection.com/mcv18/online/mc_signupstart2a.asp. The page content includes the "Maintenance Connection" logo and a "Sign Up" heading. Below the logo is a small error message icon. The main text reads: "We need to gather some information from you to complete your Member account. Please answer the following questions below. Where you see an * indicates you must provide information for that particular item." The form is divided into two sections: "Profile Info" and "Member ID / Password Info". The "Profile Info" section contains the following fields: "*First Name:" (text input), "Middle Initial:" (text input), "*Last Name:" (text input), "*Email Address:" (text input), and "*Language:" (dropdown menu set to "English"). The "Member ID / Password Info" section contains the following fields: "*Choose a Member ID:" (text input) and "*Choose a Password:" (text input). The browser's status bar at the bottom shows "Done" and "Internet".

Finish

If you filled out the form correctly you will get a page similar to this one, followed by an email informing you that you have been signed up as a requester for the system. You will also get another email when the system administrator approves you into the system.

