



Signing up a New Member

Step 1:

http://www.maintenanceconnection.com/mcv18/online/mc_login.htm

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 rectangular box containing the login form. The form includes the Maintenance Connection logo (v1.9), the text "Please enter your Member ID and Password:", and two input fields labeled "Member ID:" and "Password:". The Member ID field contains the text "jsburclaga". Below the input fields is a blue "OK" button. Underneath the button, there are three links: "Having trouble logging in? Click Here." (with a lightbulb icon), "Need to Sign Up for the First Time? Click Here" (highlighted with a red box), and "Did you Forget Your Password? Click Here". At the bottom of the white box, there is a link "Want to View Our Web Site? Click Here". 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 in the screenshot.

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

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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.
- I would like to **request info** for a new Company / Organization on behalf of my Company / Organization.

Connection Key:

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 displays the URL "https://www.maintenanceconnection.com/mcv18/online/mc_signupstart2a.asp". The page content includes the "Maintenance Connection" logo and a "Sign Up" heading. A message states: "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".

Profile Info

- *First Name:
- Middle Initial:
- *Last Name:
- *Email Address:
- *Language: English (dropdown menu)

Member ID / Password Info

- *Choose a Member ID:
- *Choose a Password:

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.

