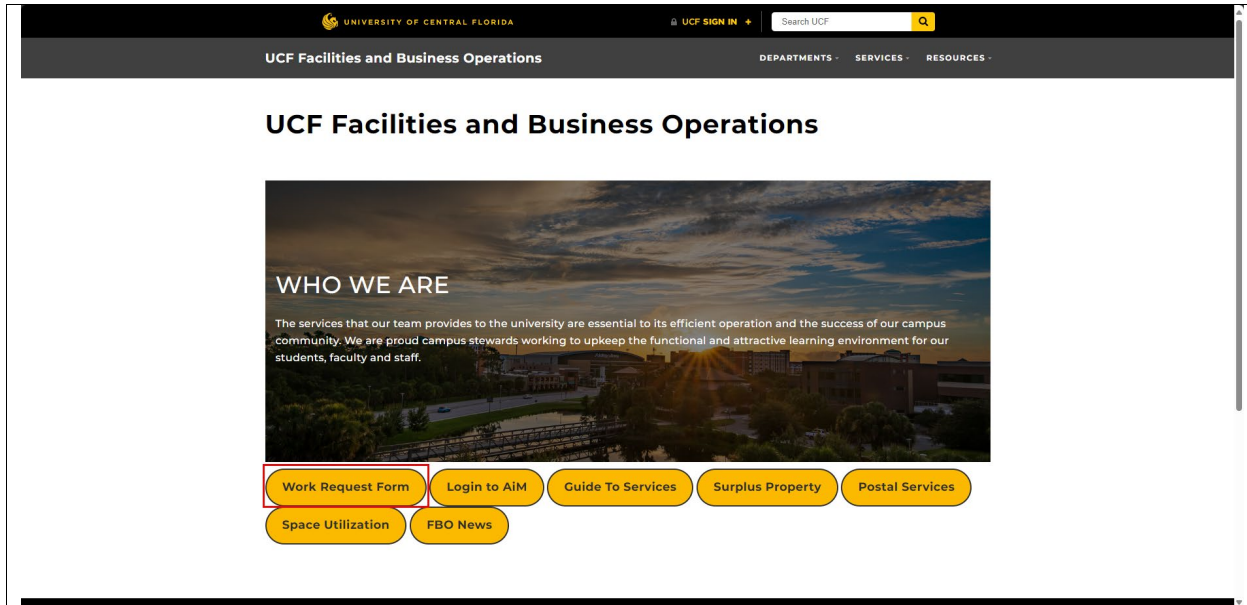


Welcome to ReADY

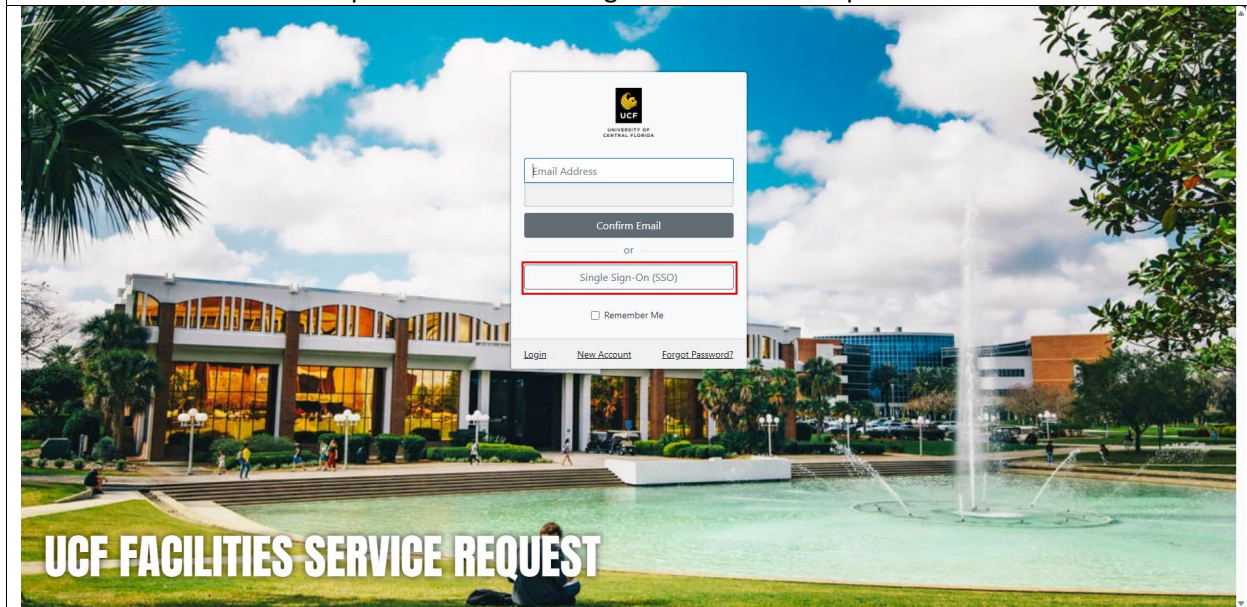
ReADY Request is a Self-Service site that gives students, faculty, staff, and off campus users the ability to submit work order requests to the UCF Facilities Operations department.

Accessing and Creating an Account in ReADY

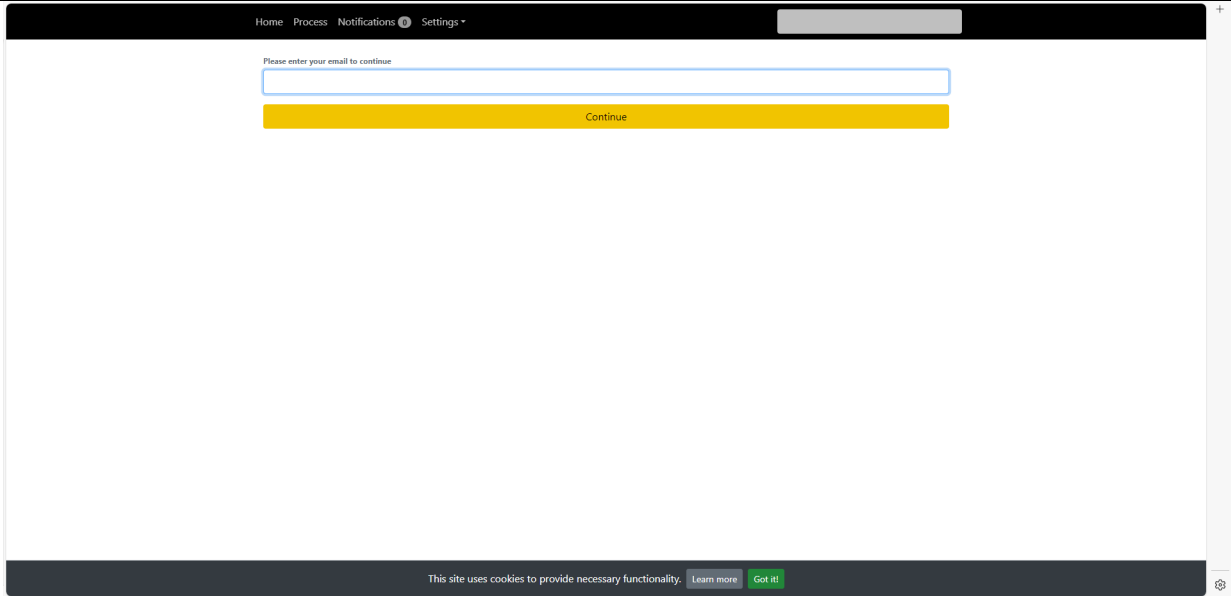
To access the ReADY request website, the user can go to the UCF Facilities and Business Operations Website fs.ucf.edu



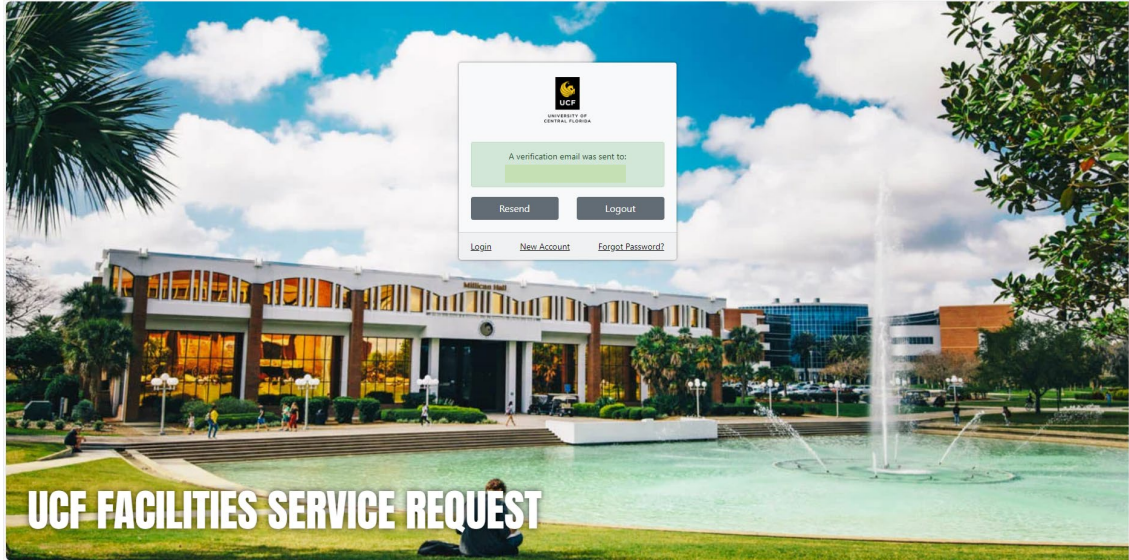
1. Select the Work Request form to be brought to the ReADY request screen

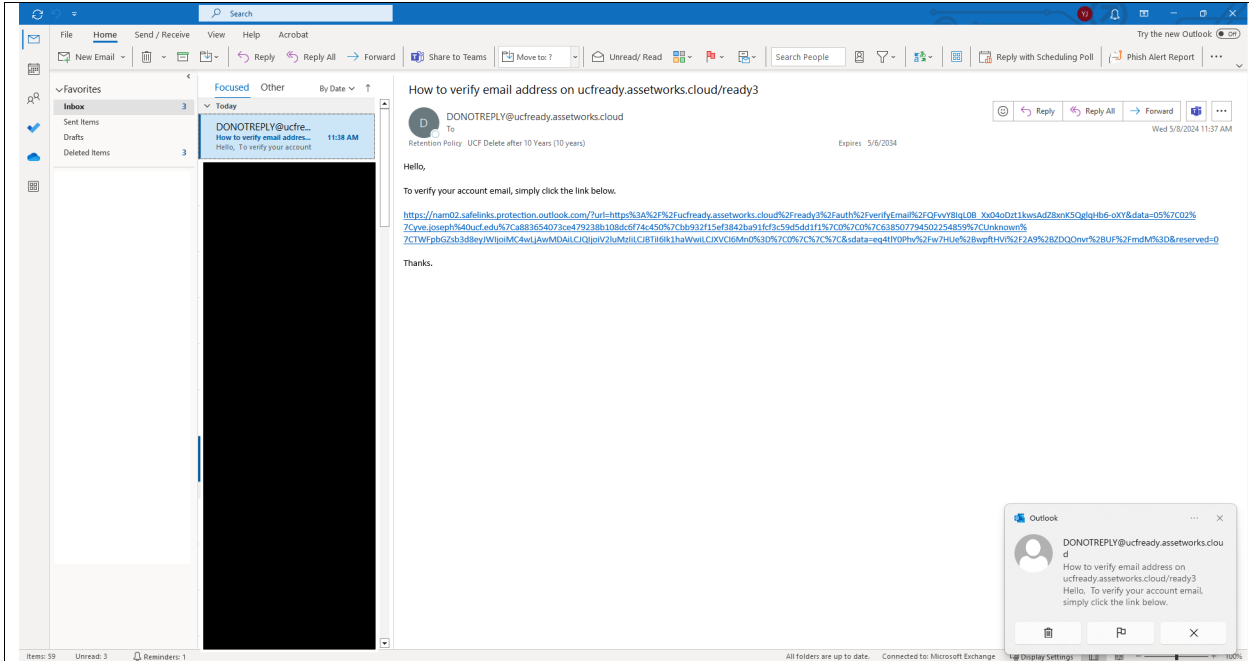


2. All UCF employees, faculty and students should select the Single Sign On(SSO)

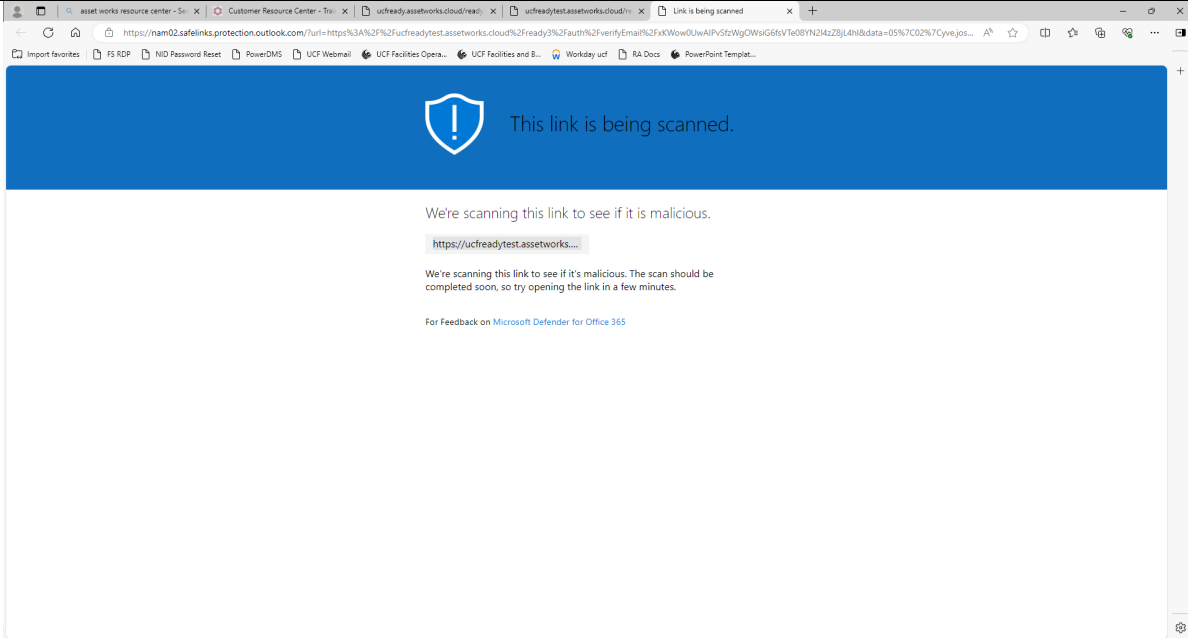


3. Enter your firstname.lastname.ucf.edu email

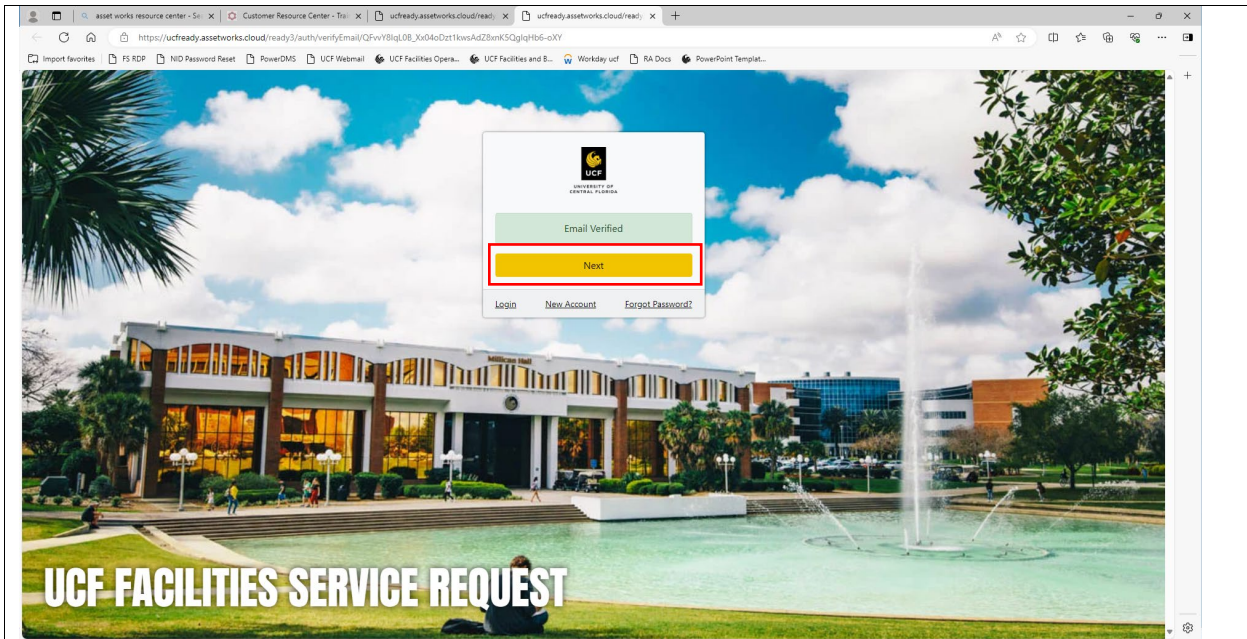




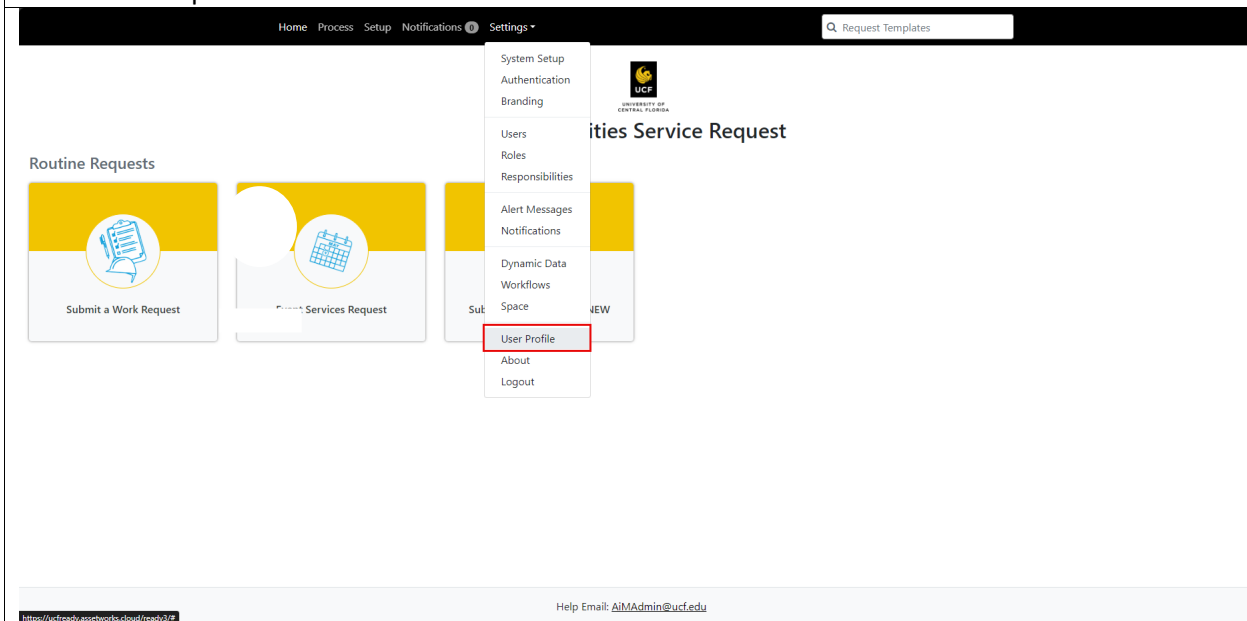
4. The user will be sent a verification link to the email entered into ReADY request

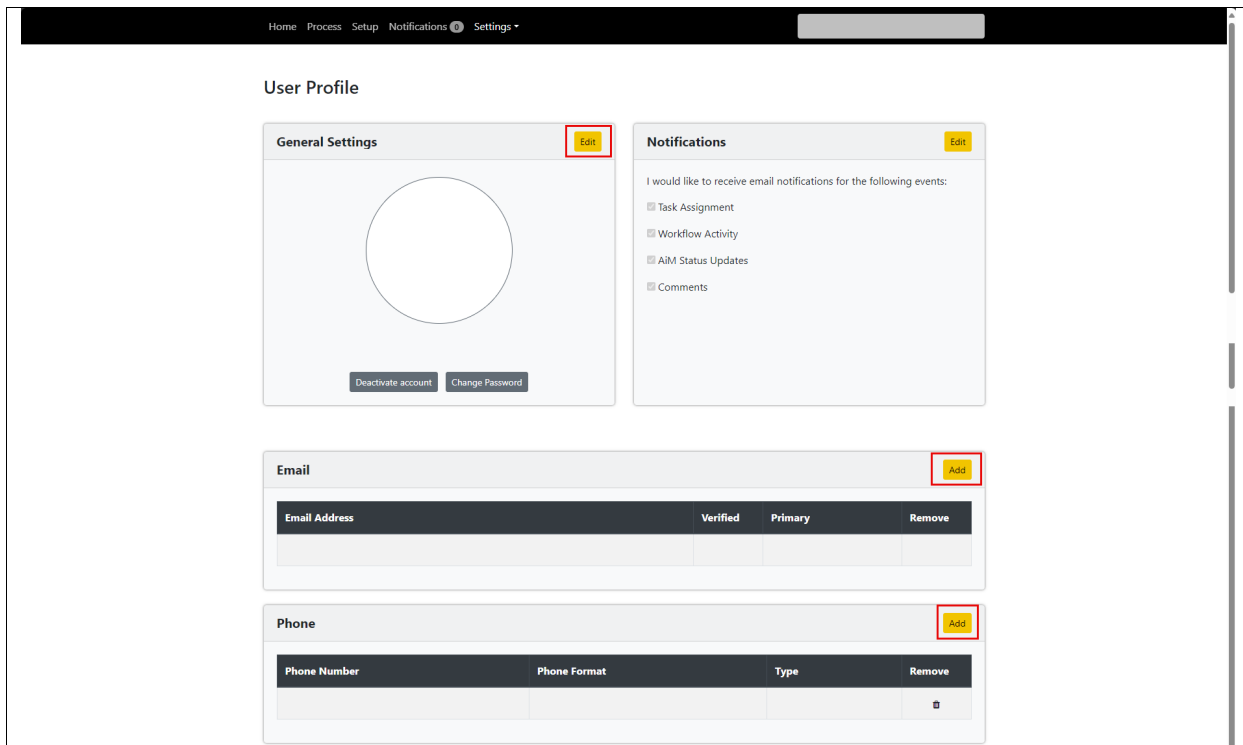


The user may receive this pop up, they can proceed through to the link



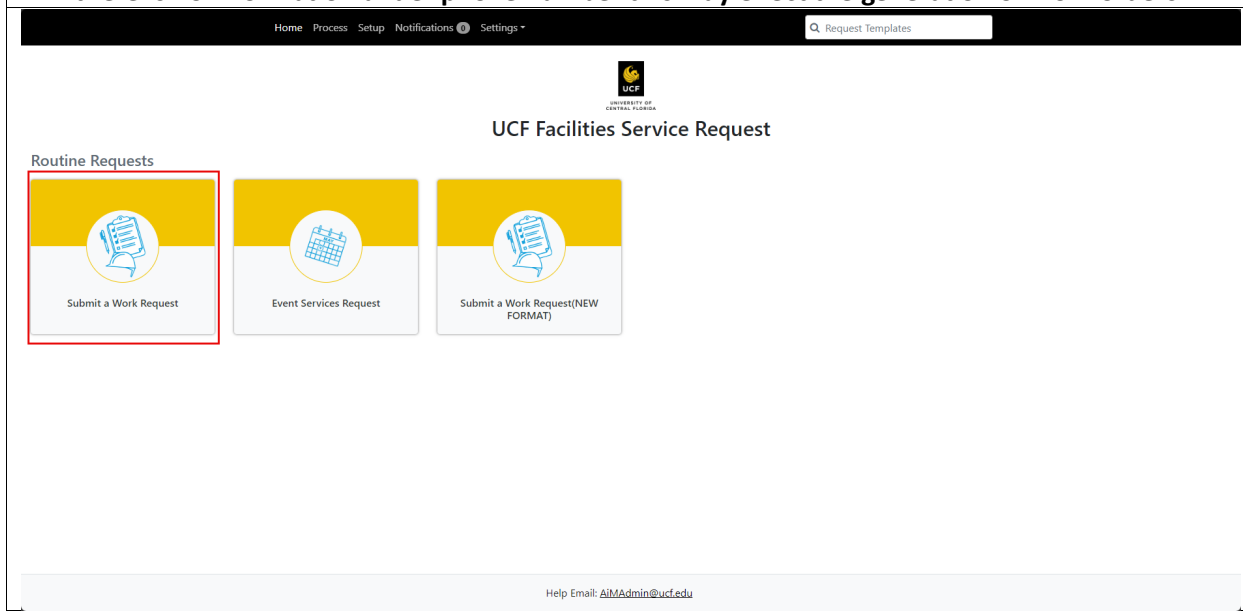
5. Select Next. Additional information is needed to complete the user's profile in ReADY. Go to the User Profile and select Edit by General Settings, Enter the users first and last name in the boxes provided and select Done.





6. Select “Edit” to fill out the User’s First and Last name. Please ensure that the user’s email is populated under the “Email” sections. Select “Add” under “Phone” to enter the users phone information.

****If there is no information under phone number this may effect the generation of work orders****



7. You can now submit work order requests using the tile.