

If you are a first time user, please follow the instructions below to get connected:

- 1) In your Internet Explorer web browser, navigate to <http://www.maintenanceconnection.com/mcv18/>.
- 2) Click on the "Sign Up for the First Time" or "Want to Sign Up?" link at the bottom of the page.
- 3) Specify "I am not a member of Maintenance Connection." and then click the OK button.
- 4) When prompted for a connection key, you should enter: STLEO
- 5) Fill out the member profile information page, and click the OK button.
- 6) Once you finish the signup process, you will receive an email stating that you need approval.
- 7) You will receive an email when your new account is approved and you can then begin submitting maintenance requests electronically.

If you have any questions regarding this new program, please give Facilities Management a call. 352-588-8362

Sincerely,

Facilities Management