Signing up a New Member

Step 1:

http://www.maintenanceconnection.com

Click the link.
Step 2:

Select the option:

- I am NOT a Member of the Maintenance Connection.

and click OK.
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.
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.
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.