SUPERVISOR
FACILITIES CONNECT ACCESS AND HOME SCREEN

Provides guidance for logging into Facilities Connect Desktop and navigating the Home page.
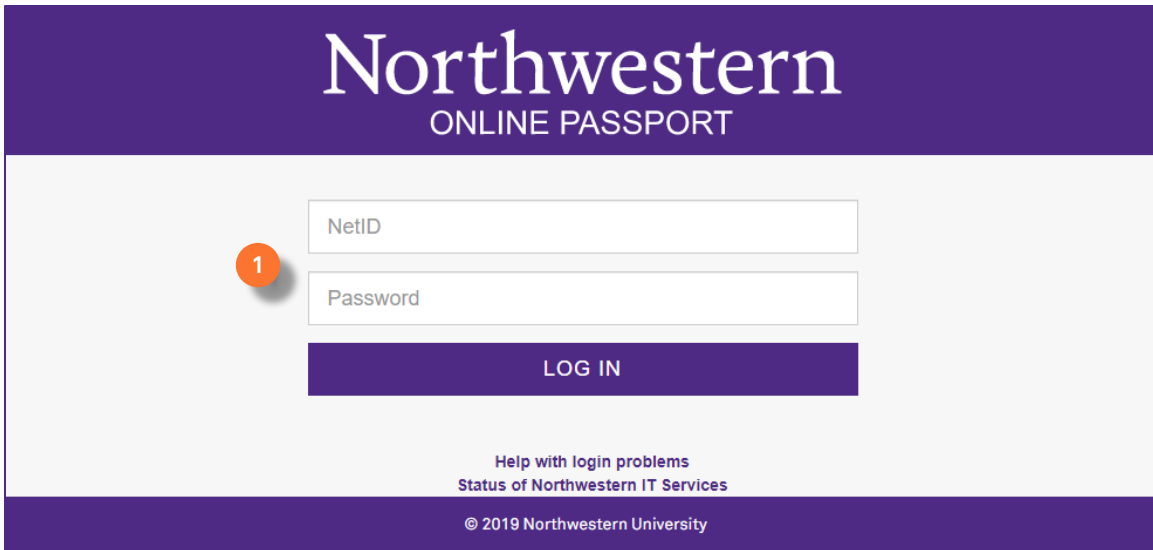

▼ GETTING STARTED

For the easiest access to Facilities Connect, click on the Facilities Connect icon located on the FM portal. You can also access Facilities Connect from the FM website, via the Facilities Connect option at the top of the screen.
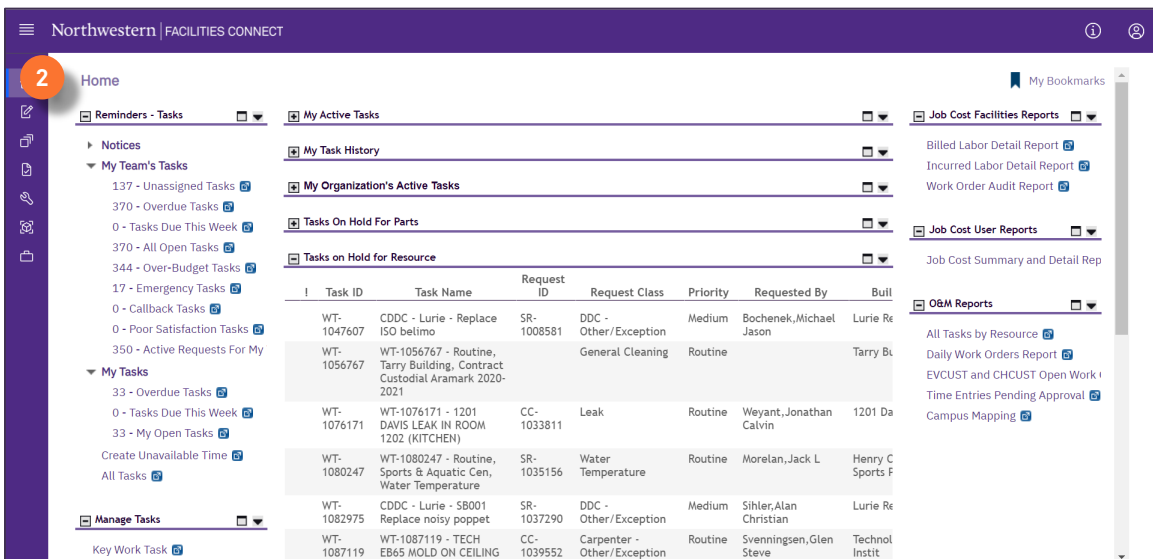
DIRECTIONS:

1 Access **Facilities Connect** through the Single Sign On portal:

1 To login, enter your **NetID** and **Password**

2 The **Home** screen will be your landing page upon log in:

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DIRECTIONS:

3 The **Home** screen contains five (5) major sections:

3a My Active Tasks

3b My Task History

3c My Organization's Active Tasks

3d Tasks on Hold For Parts

3e Tasks on Hold for Resource