## Navigate to myusf.stfrancis.edu

#### STEP 2

# Click "Log In to MyUSF"

MyUSF	
The University of St. Francis Welcome to <i>MyUSF</i> , the student and employee portal of the University of St. Francis, with access to class schedules, Canvas online courses, timesheet & payroll, administrative system access, and more. Log In to MyUSF	
Looking for something else?	
Tech Support	
USF Athletics (Go Fighting Saints)	
Apply for Admission	

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## Enter your MyUSF username.

Ş	57 FRANCIS	
	Sign in to continue	
Pa	assword	
	Log In	
	Forget your Dessword?	

### STEP 4

### Enter your MyUSF password.

J: L KAN	CID
Sign in to conti	nue
Log In	
Forgot your Password	?



## Click "Log In"

Sign in to continue	
Log In	
Forgot your Password? What is this?	

### STEP 6

## Click "For Employees"

MyUSF 💁 Email 🗰 Tools	-
For Students	Tutoring and Accessibilit
Eor Employees	
	IVIY JODS VIEW MY EM
My Account Settings	Technology Support Coo
My Account Settings	Technology Support Coo



🗓 Bookstore Adoption & Insights	My Job	S View My	Employment Inform	nation	
Portal	Techno	logy Support C	oordinator (003012-00	))	
Course Master Listing			Ye	ar	
🖹 Employee Time Sheet Approval	View/Edit	Leave Report	20	)25	
🐻 Employee Time Sheet Entry	View/Edit Leave Report		20	2025	
🚔 Maintenance & Housekeeping Request	My Em	plovees (View n	ny 9 direct reports)		
🌞 My Job, Compensation, and Leave	,		.,,		
Open Positions at USF	Timesheets in your area (process them now)				
Policy Manual	Payroll	Approved	Not Started	In F	
RICOH TRAC System	#10	6	1	1	
Room Availability	#11	0	5	4	

## Click "Maintenance & Housekeeping Request"

#### **STEP 8**

### Enter your USF email address.

Microsoft
Sign in
@stfrancis.edu
Can't access your account?
Next



### Click "Next"

Next		
	y	
	Next	Next

### STEP 10

## Enter your USF password.

Microsoft	
@stfrancis.edu	
Enter password	
Forgot my password	
Sign in with another account	
	Sign in



Click "Sign in"

Microsoft
@stfrancis.edu
Enter password
Forgot my password
Sign in with another account
Sign in

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On your mobile device, enter the number displayed on your computer screen. (Note: If you use a different sign-in method (e.g., phone), your screen will look different.)



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Click "Yes" (Note: If you are using a shared computer, we recommend clicking "No".)

Microsoft
@stfrancis.edu
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No <u>Yes</u>

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### Click "New"

Menu	ST FRANCIS	MY REQUESTS	
My Requests	+ New		
	Work Order #	Title	WO State
	0000019586	please clean ceiling vent & tiles in of	New Requ
	0000040505		

#### STEP 15

## Click "Add Location"

CT REGION/SITE		
EST DETAILS		
on* to Select	Ð	Room or Area Number* Enter Text
Number Text		



## Select the building.

			×
Name	Location Status	Assigned To	Î
Iower Hall	_	-	
Library	_	_	
Rec Center	-	-	
Motherhouse	_	_	
Powerhouse	_	_	

#### STEP 17

### Enter the room number.

;			
		( i	
	Ð	123	
		(for illustrative purposes only)	

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Enter your phone number.

✓ SELECT REGION/SITE
▲ REQUEST DETAILS
Location <sup>★</sup> Marian Hall ⊗ ⊕ Room or Area Number <sup>★</sup> 123
Phone Number   555-867-5309
(for illustrative purposes only)
▲ ISSUE DESCRIPTION
Problem*
Campus Delivery Carpentry Custodial Electrical Furr

### **STEP 19**

## Select an issue description.

Furniture	Heating Ventilation/Air Conditioning	Leak	Locks & Doors	
Plumbing	(for illustra	ative purp	oses only)	

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Enter a description of the work requested.

Campus Delivery or Pickup	Custodial	Electrical	Furniture	Heating Ventilation/Air Conditioning	Leak
Mechanical Noise	Off Campus Maintenance	Overheating	Plumbing		
<b>В </b> <i>І</i> <u>U</u> н1 н2	H3 ලා				
Work Requested* The toilet in the third floor men's re	stroom is leaking.			Ĵ	

### STEP 21

### Click "Submit"

