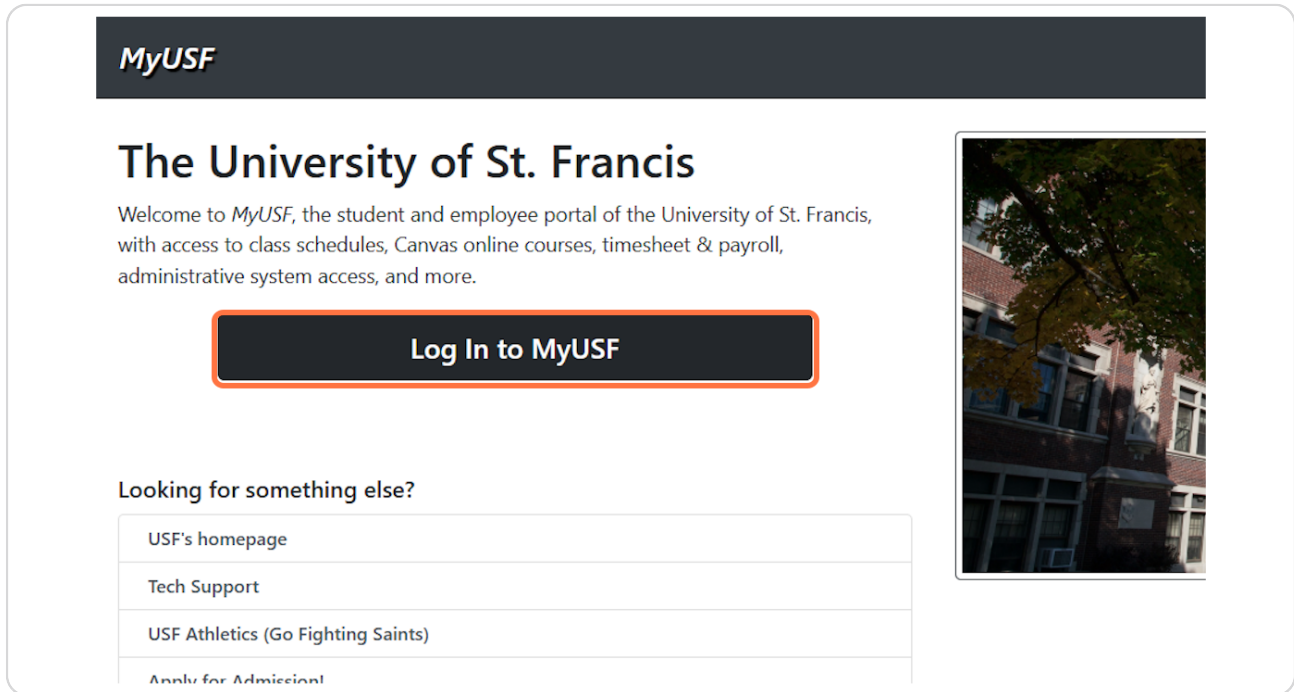


STEP 1

Navigate to myusf.stfrancis.edu

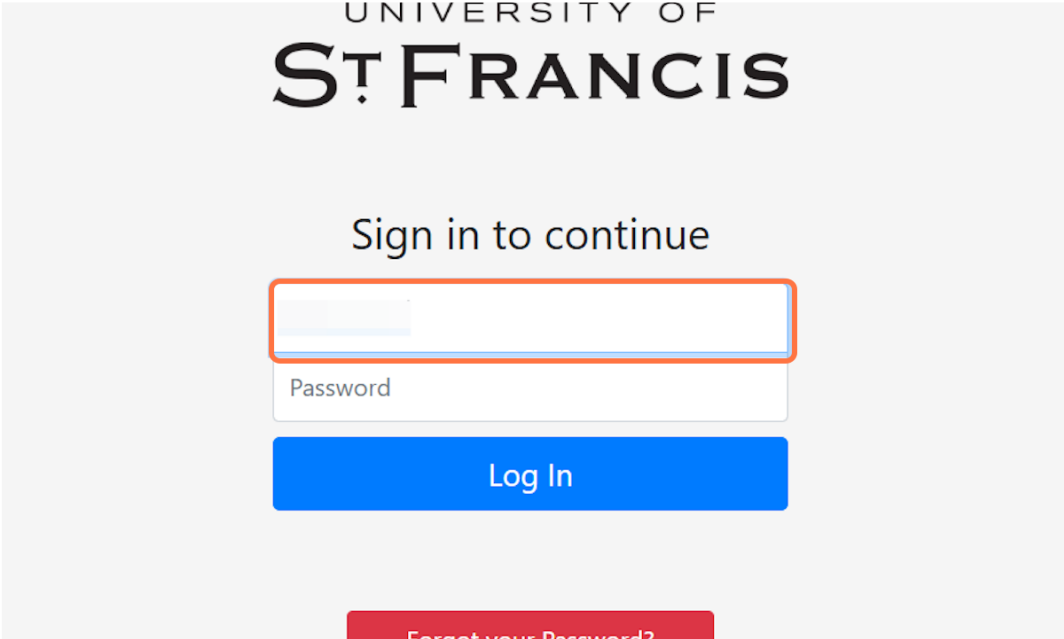
STEP 2

Click "Log In to MyUSF"



STEP 3

Enter your MyUSF username.



UNIVERSITY OF
ST FRANCIS

Sign in to continue

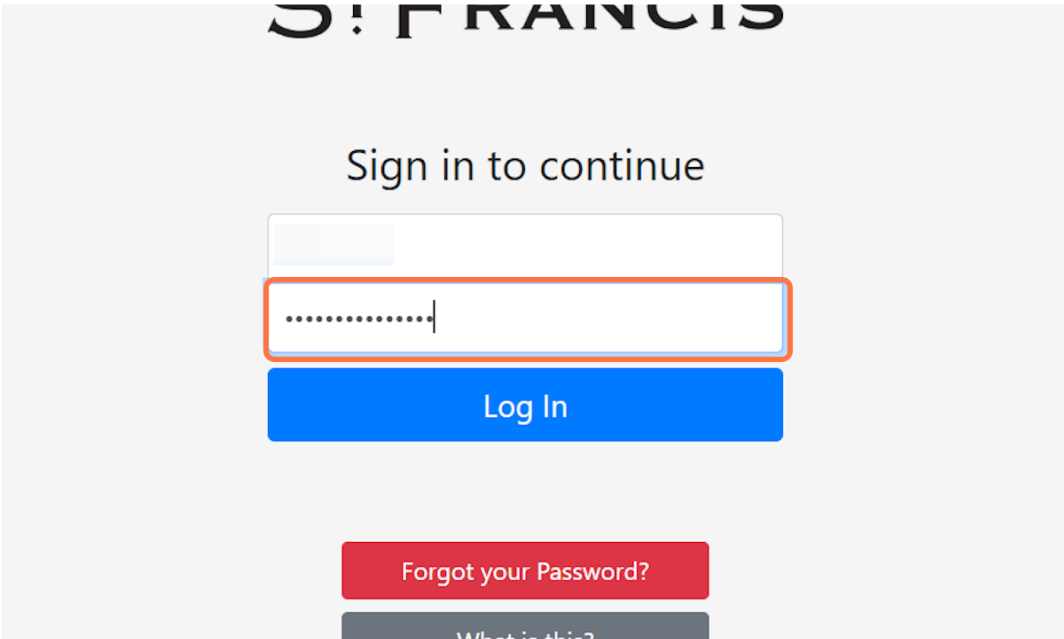
Password

Log In

Forgot your Password?

STEP 4

Enter your MyUSF password.



ST FRANCIS

Sign in to continue

.....|

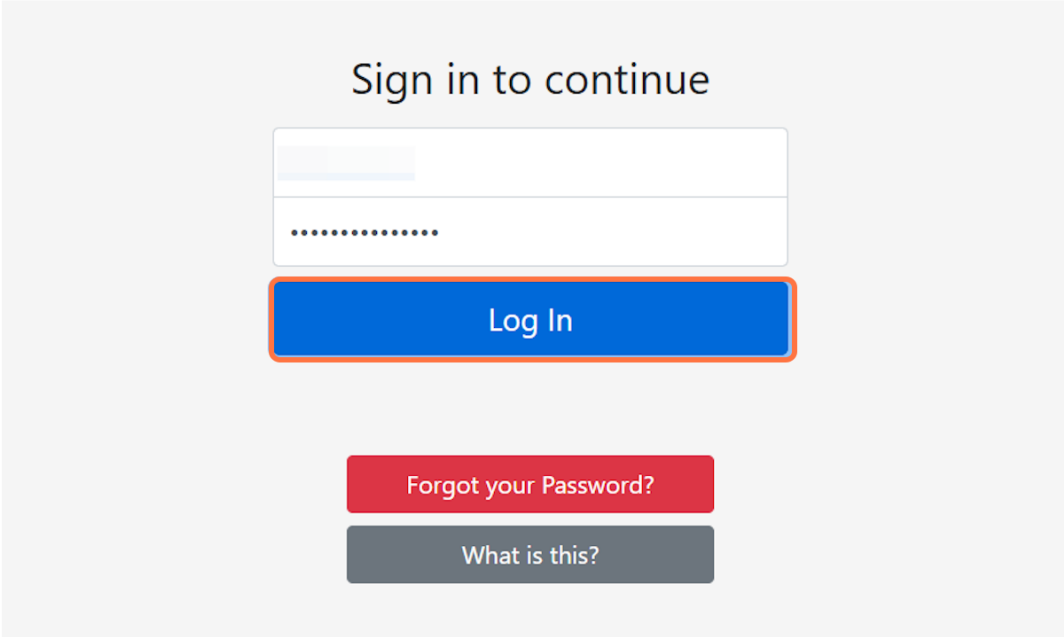
Log In

Forgot your Password?

What is this?

STEP 5

Click "Log In"



Sign in to continue

.....

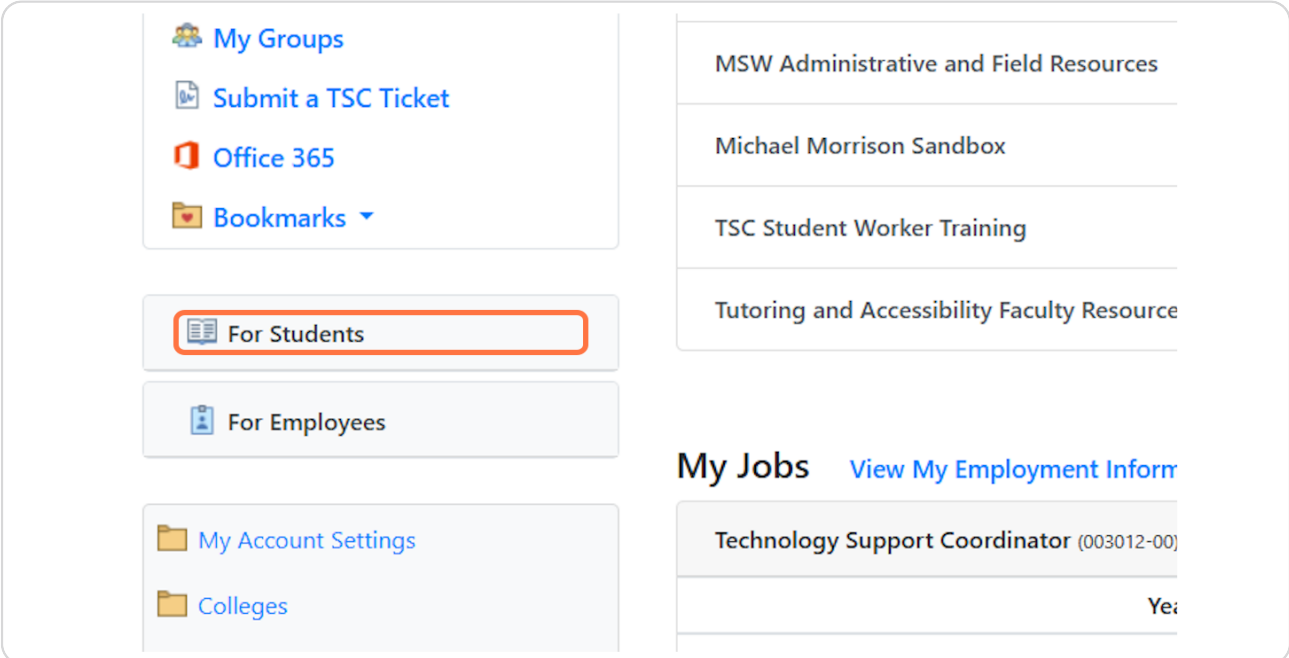
Log In

Forgot your Password?

What is this?

STEP 6

Click "For Students"



My Groups

Submit a TSC Ticket

Office 365

Bookmarks ▾

For Students

For Employees

My Account Settings

Colleges

MSW Administrative and Field Resources

Michael Morrison Sandbox

TSC Student Worker Training

Tutoring and Accessibility Faculty Resource

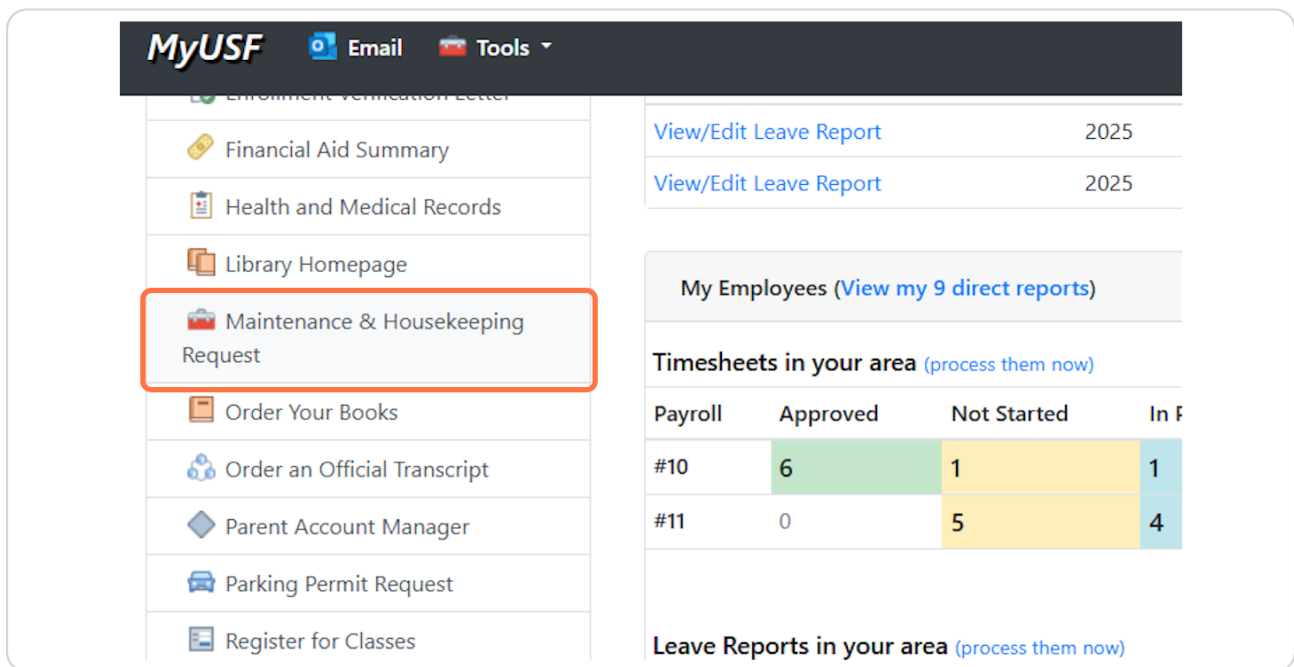
My Jobs [View My Employment Inform](#)

Technology Support Coordinator (003012-00)

Yes

STEP 7

Click "Maintenance & Housekeeping Request"

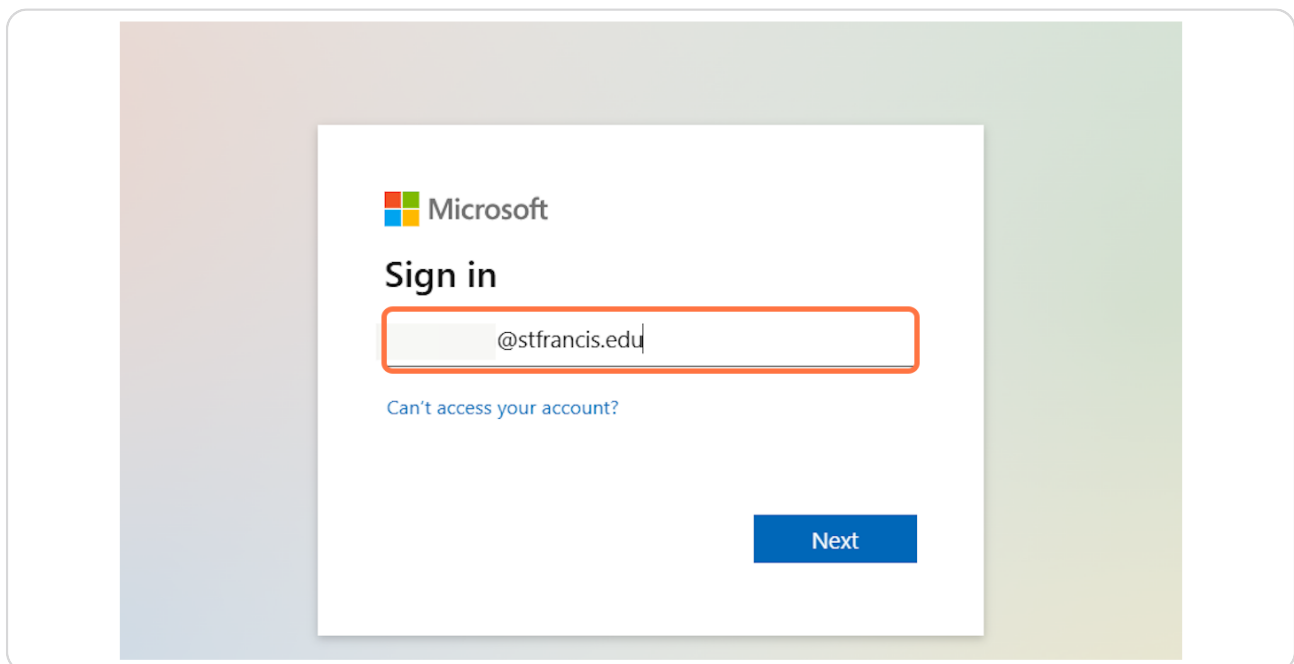


The screenshot shows the MyUSF dashboard. The left sidebar contains a list of links: Enrollment Verification Letter, Financial Aid Summary, Health and Medical Records, Library Homepage, Maintenance & Housekeeping Request (highlighted with an orange box), Order Your Books, Order an Official Transcript, Parent Account Manager, Parking Permit Request, and Register for Classes. The main content area shows links for View/Edit Leave Report for 2025, My Employees (View my 9 direct reports), Timesheets in your area (process them now), and Leave Reports in your area (process them now). A table displays payroll data for #10 and #11.

Payroll	Approved	Not Started	In F
#10	6	1	1
#11	0	5	4

STEP 8

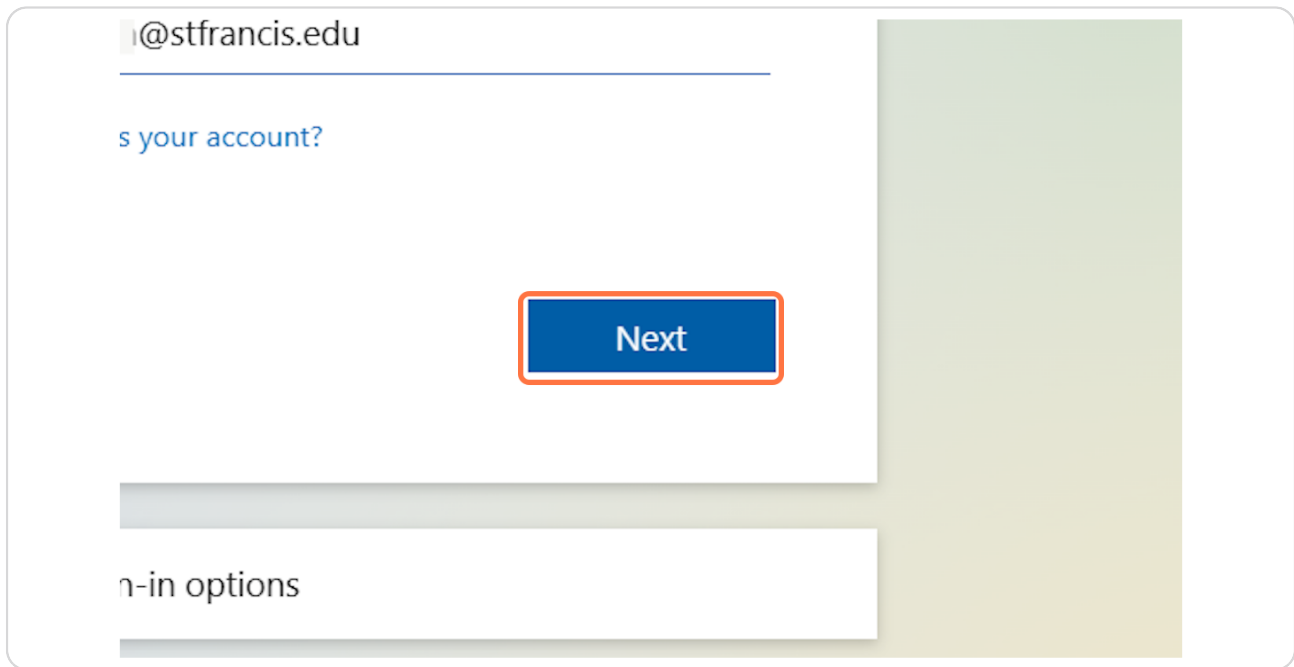
Enter your USF email address.



The screenshot shows the Microsoft Sign in page. The Microsoft logo is at the top, followed by the text "Sign in". Below this is a text input field containing "@stfrancis.edu", which is highlighted with an orange box. Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

STEP 9

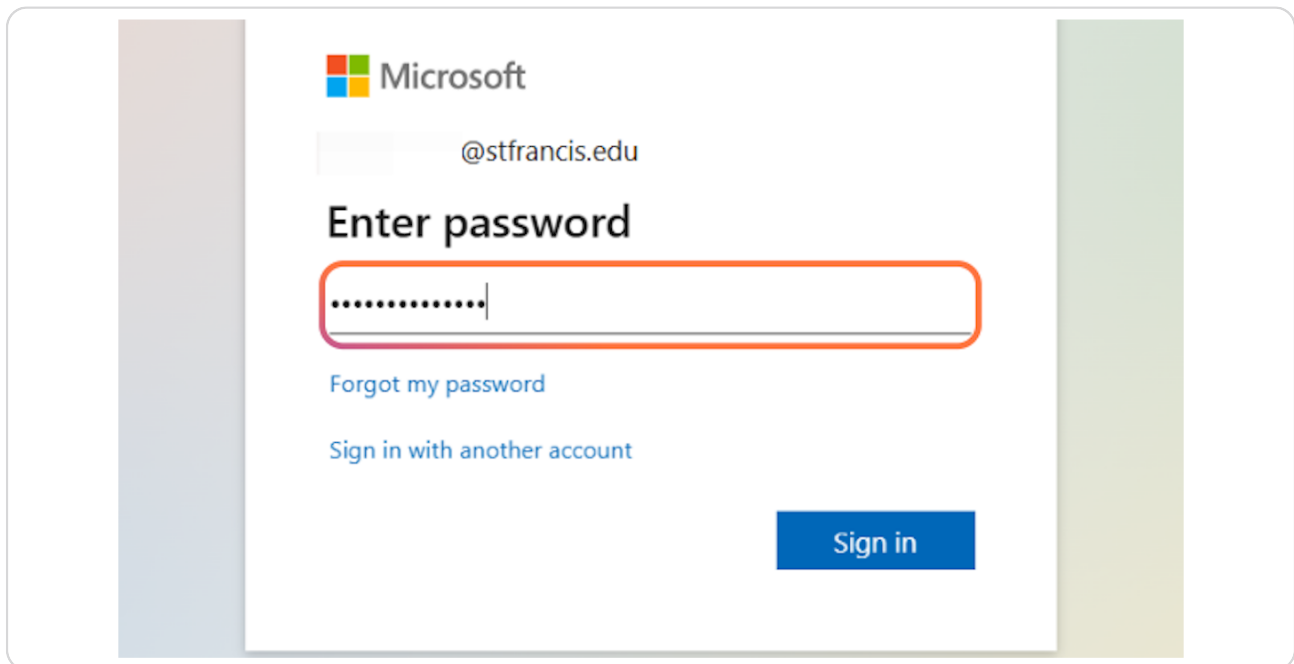
Click "Next"



A screenshot of a Microsoft account sign-in page. At the top, there is a text input field containing the email address "@stfrancis.edu". Below this field, the text "s your account?" is visible. A blue button with the word "Next" in white text is highlighted with a red rectangular border. At the bottom of the page, there is a link that says "n-in options". The background of the page is a light beige color with a subtle gradient.

STEP 10

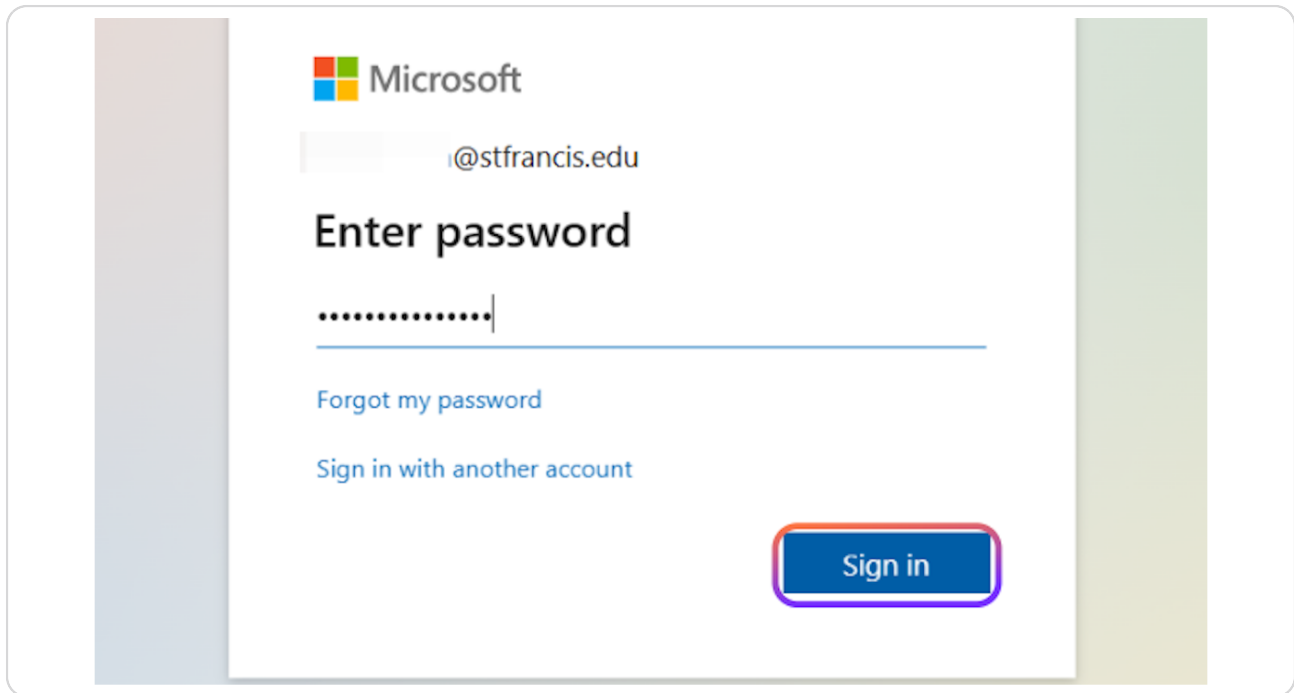
Enter your USF password.



A screenshot of a Microsoft account sign-in page. At the top, the Microsoft logo is displayed. Below the logo, there is a text input field containing the email address "@stfrancis.edu". The text "Enter password" is prominently displayed above a password input field. The password input field is highlighted with a red rectangular border and contains a series of dots representing the password. Below the password field, there are two links: "Forgot my password" and "Sign in with another account". A blue button with the text "Sign in" in white is located at the bottom right of the page. The background is a light beige color with a subtle gradient.

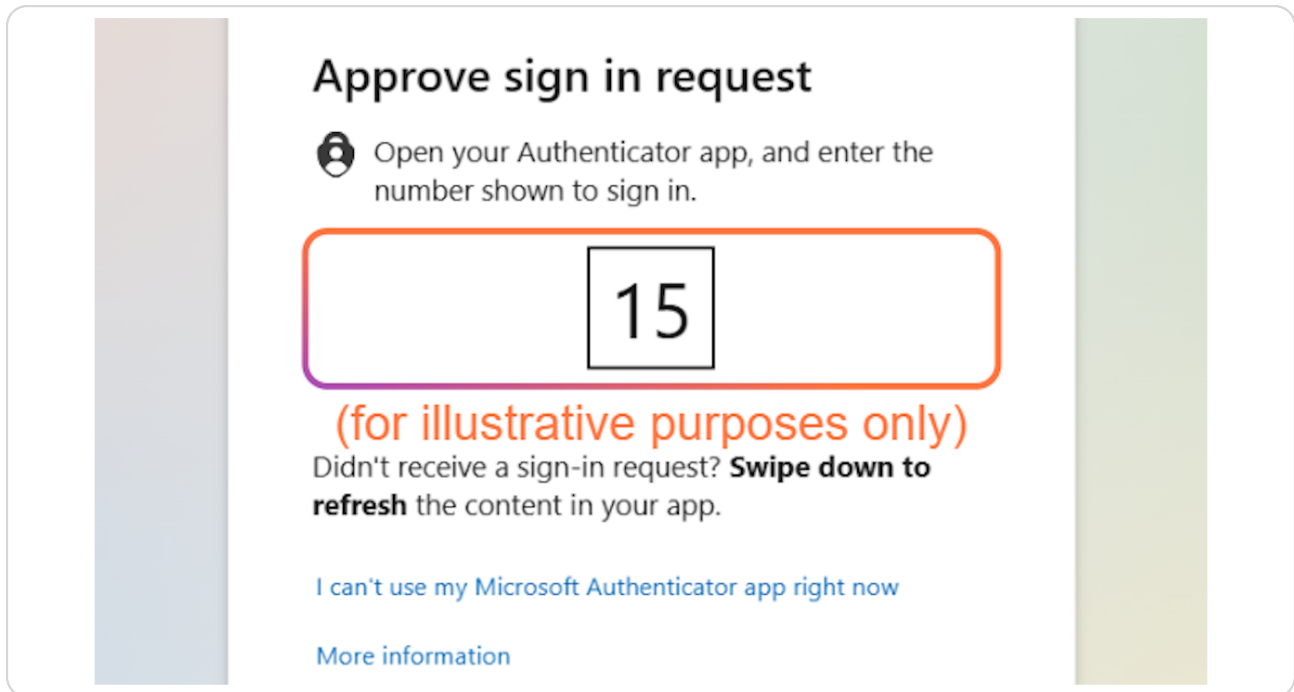
STEP 11

Click "Sign in"

A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is a text input field containing an email address ending in '@stfrancis.edu'. Underneath the email field is the text 'Enter password' followed by a password input field with masked characters (dots) and a cursor. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button with a white border. The entire page is framed by a light gray border with vertical colored bars on the left and right sides.

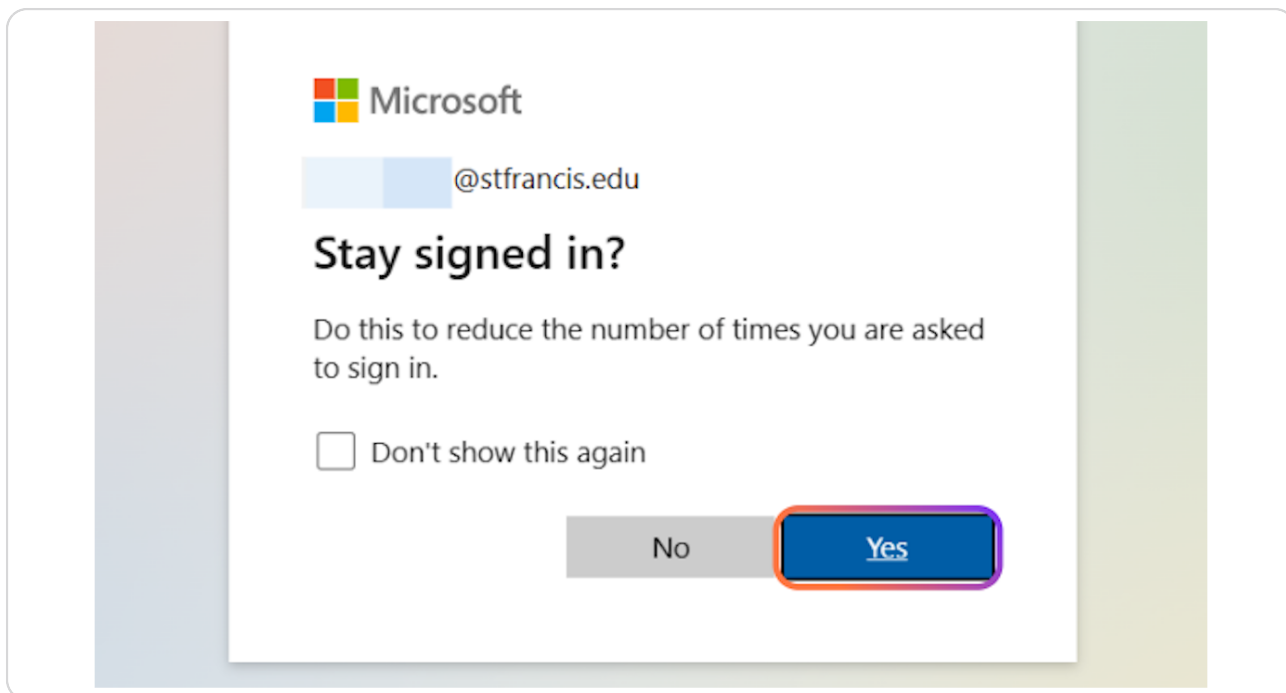
STEP 12

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.)



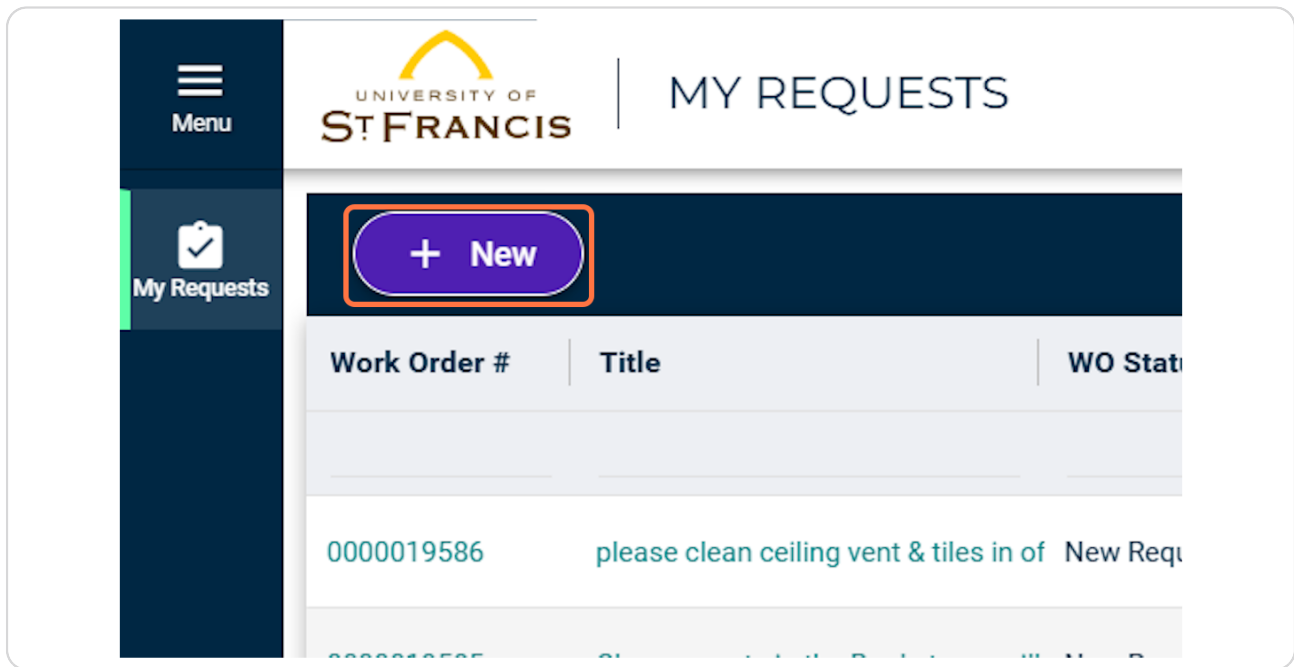
STEP 13

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



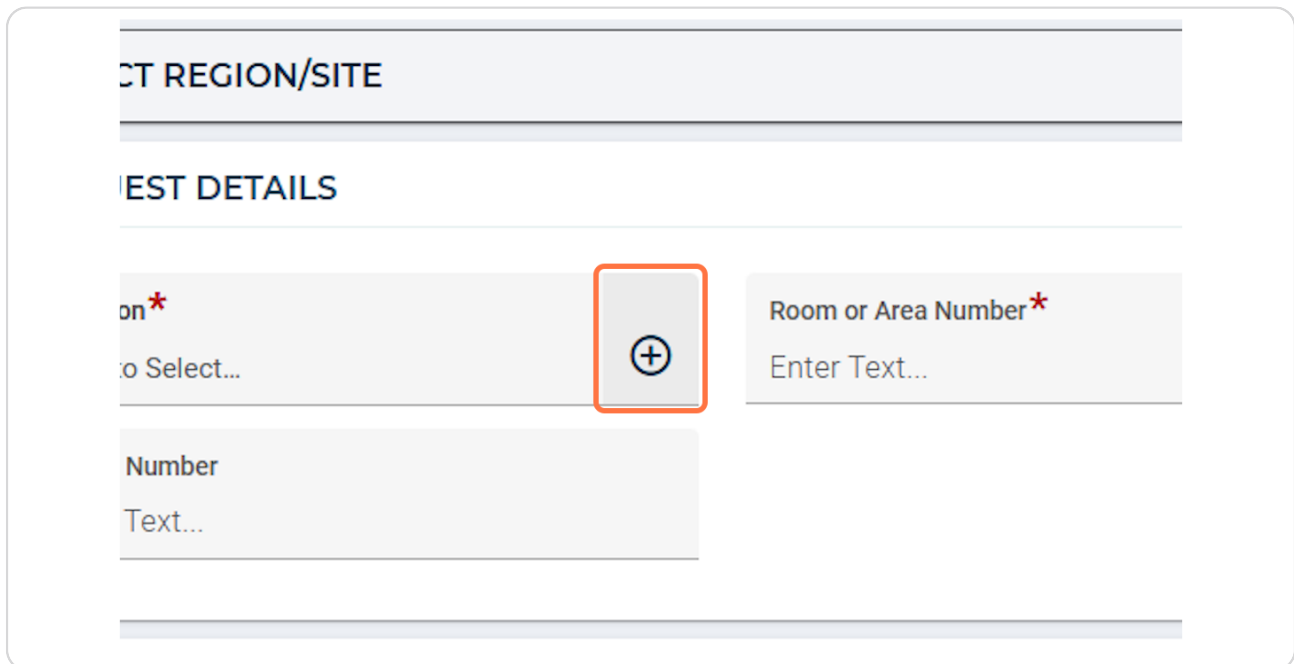
STEP 14

Click "New"



STEP 15

Click "Add Location"



Select the building.

Name	Location Status	Assigned To
Tower Hall	—	—
Marian Hall	—	—
Library	—	—
Rec Center	—	—
Motherhouse	—	—
Powerhouse	—	—

Enter the room number.

7am - 3:30pm

ITE

Room or Area Number*

123

(for illustrative purposes only)

STEP 18

Enter your phone number.

The screenshot shows a web form with a dark blue sidebar on the left. The main content area has a header 'SELECT REGION/SITE' with a dropdown arrow. Below it is a section 'REQUEST DETAILS' with a dropdown arrow. Inside 'REQUEST DETAILS', there are three input fields: 'Location*' with a green button 'Marian Hall' and a plus icon; 'Room or Area Number*' with the value '123'; and 'Phone Number' with the value '555-867-5309'. The 'Phone Number' field is highlighted with an orange border. Below the 'Phone Number' field, the text '(for illustrative purposes only)' is written in orange. Below the 'REQUEST DETAILS' section is another section 'ISSUE DESCRIPTION' with a dropdown arrow. Inside 'ISSUE DESCRIPTION', there is a label 'Problem*' and a row of five buttons with icons: 'Campus Delivery', 'Carpentry', 'Custodial', 'Electrical', and 'Furr'.

SELECT REGION/SITE

REQUEST DETAILS

Location* Marian Hall (+)

Room or Area Number* 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.

The screenshot shows a grid of issue description buttons. The buttons are arranged in two rows. The first row contains 'Furniture', 'Heating Ventilation/Air Conditioning', 'Leak', and 'Locks & Doors'. The second row contains 'Plumbing'. The 'Leak' button is highlighted with an orange border. Below the 'Leak' button, the text '(for illustrative purposes only)' is written in orange.

Furniture Heating Ventilation/Air Conditioning Leak Locks & Doors

Plumbing

(for illustrative purposes only)

STEP 20

Enter a description of the work requested.

ISSUE DESCRIPTION

Problem*

Campus Delivery or Pickup	Carpentry	Custodial	Electrical	Furniture	Heating Ventilation/Air Conditioning	Leak
Mechanical	Noise	Off Campus Maintenance	Overheating	Plumbing		

Work Requested*

The toilet in the third floor men's restroom is leaking.

(for illustrative purposes only)

UPLOAD DOCUMENT/IMAGE

Documents/Images

STEP 21

Click "Submit"

Menu

My Requests

UNIVERSITY OF ST. FRANCIS

Submit Cancel

WELCOME TO THE USF MAINTENANCE & HO

For after hours, please contact Safety & Security: (815) 740-3427

Contact Maintenance - Phone: (815) 740-3427

Office Hours: Mon-Fri 7am - 3:30pm