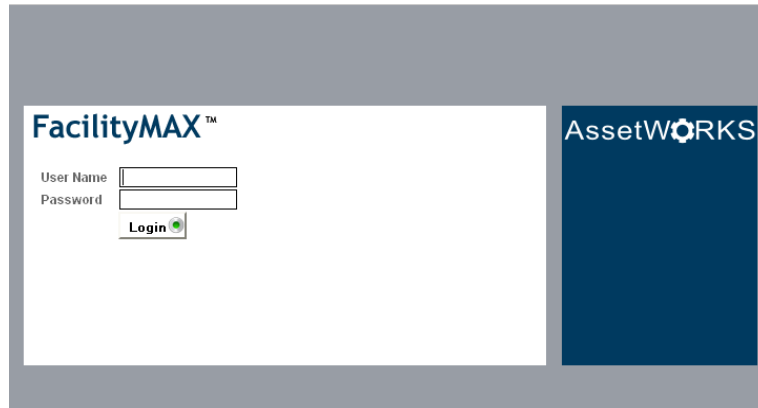


## Customer Request Entry

### FacilityMAX™ Login Screen – Link:

<http://atlantis.psu.ds.pdx.edu/fmax/screen/WORKDESK>

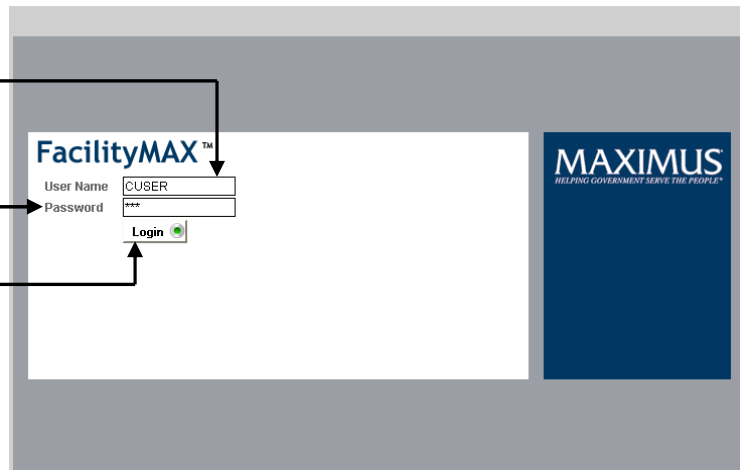


### How to login

1.0 Enter User Name  
(USUALLY YOUR ODIN ID)

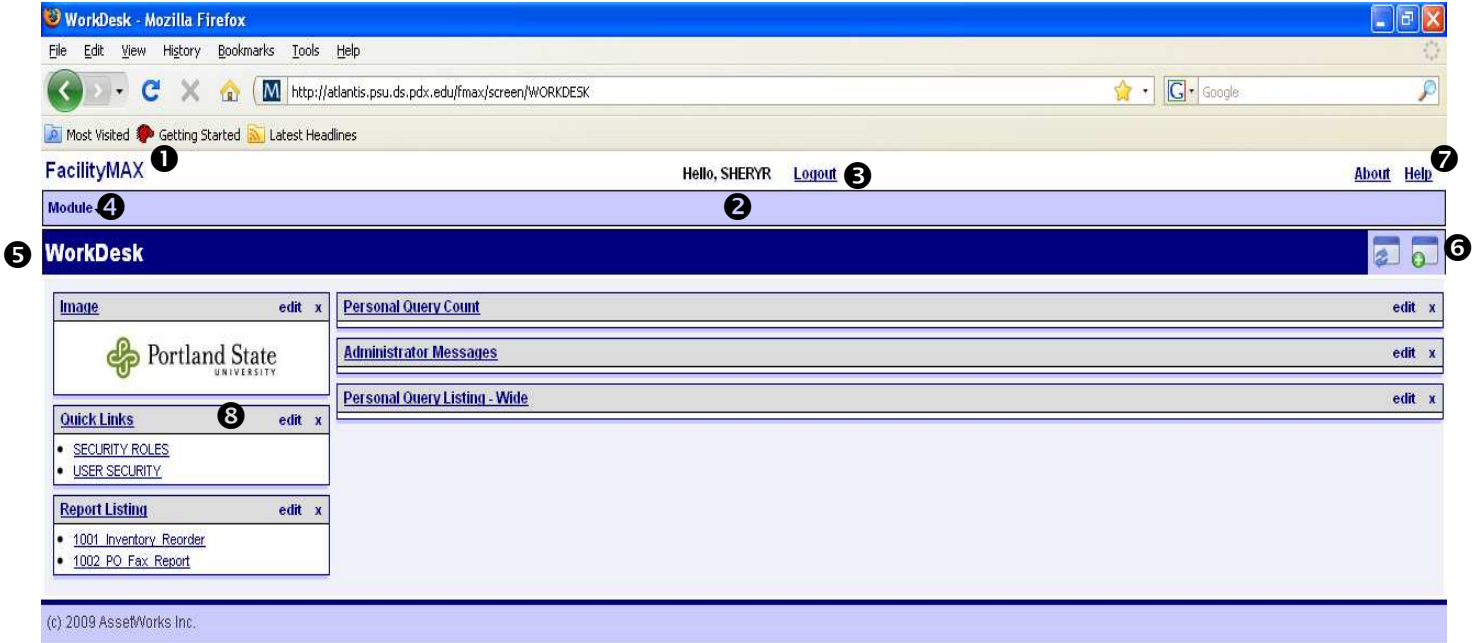
2.0 Enter Password

3.0 Select Login Icon



## FacilityMax Instructions

### FacilityMAX™ Workdesk



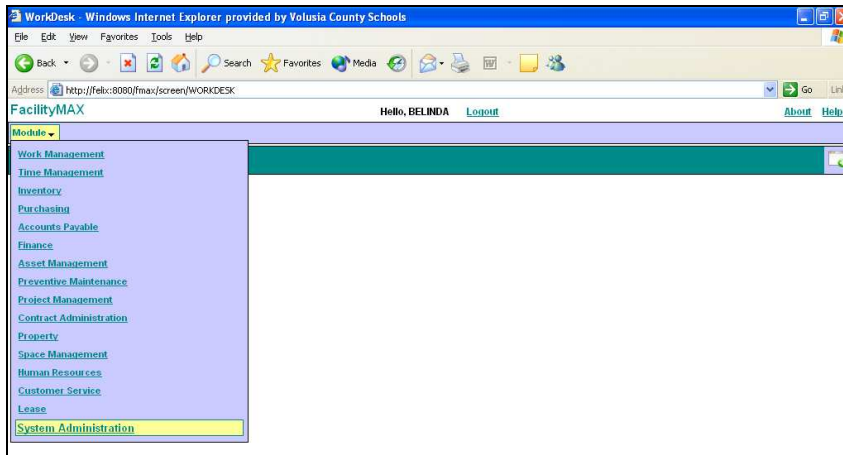
Work desk ELEMENTS		
AREA	DESCRIPTION	DETAIL
1	FacilityMAX™ Icon	Select icon to come back to the Workdesk.
2	User Id	Identifies current user.
3	Logout	Select icon to logout of system.
4	Module Menu	Navigation Menu of available modules.
5	Current Screen Name	Identifies current screen name.
6	Add Content Icon	Select icon to add content to desktop.
7	Help Menu	Select icon to access navigation help.
8	Content Blocks	Content Blocks contain various information and quick links to modules or reports.

## FacilityMax Instructions

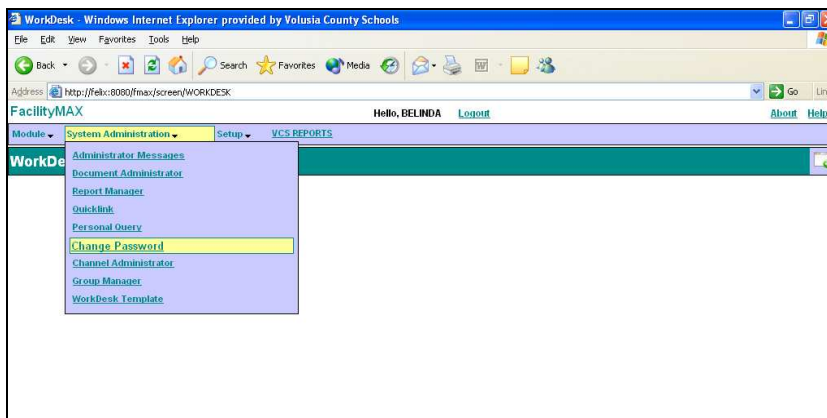
### Changing your password on FMAX

This procedure contains instructions on changing passwords. The password is case sensitive, but numbers or letters may be used.

- 1) Log in to FacilityMax, and open the 'System Administrator' module:




- 2) From the 'System Administrator' module, choose 'Change Password' menu.



- 3) Fill in the form as follows (required fields are bordered in red):

The screenshot shows the 'Change Password' form. It has three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. The 'New Password' and 'Confirm New Password' fields are bordered in red, indicating they are required. There is a 'Save' icon in the top right corner of the form area.

- *Old Password*
  - *New Password*
  - *Confirm New Password*
- 4) Click the **Save** icon .
  - 5) The new password will be effective at the next log in.