New SCF Maintenance Service Request Form – New Requester Login

1. Go to SCF Connect
2. There is an SCF Quick Links for Employees on the Employee tab screen.
3. Select – Maintenance Service Request
4. The first screen will be titled Select Organization. Enter the SCF Organization Account Number – 286143409 (Note: you will only have to enter this once per PC).
5. On the next screen enter your SCF e-mail address and click the “Submit” button. Make sure you enter the correct e-mail address to identify you in the system.
6. If you are a new user, the system will not find your e-mail address. Please enter your last name in the box provided and click the “Submit” button.
7. If you are a new user, enter in your First Name. Verify that your e-mail and your Last Name are correctly entered. If they are not, please correct them. You have the option of entering in your phone number. However, these fields are not required. Click the “Submit” button to save.
8. Once you click the “Submit” button. You will be taken to the “New Request” page where you can submit your 1st request. (Note: Your name and e-mail address should appear at the top of the form).
9. At the end of the request form in Step 7 you will be required to enter a “Submittal Password”. Enter the SCF Password – manatee
10. You can track your requests by going to the “My Requests” tab or change your personal settings on the “Settings” tab.
11. Congratulations, you are now in the system. You are ready to submit your 1st Maintenance Service Request.

Thank you for using the new SCF Maintenance Service Request system.

SCF - Facilities Planning & Maintenance Department
If you want your PC to remember login entries:

**Change AutoComplete settings**

You can choose the type of web form information that Internet Explorer will retain and automatically fill in for you. For example, you can choose whether Internet Explorer's AutoComplete feature will remember web addresses, information that you fill out in web forms, or passwords. You can delete this information at any time.

To change AutoComplete settings

1. In Internet Explorer, click the **Tools** button, and then click **Internet Options**.
2. Click the **Content** tab.
3. Under **AutoComplete**, click **Settings**.
4. Select the check boxes for the AutoComplete options you want to use.
5. Click **OK** twice.

If you would like to delete the names, passwords, or other information that is saved in Internet Explorer, you can do so. Here's how:

To delete the information stored by AutoComplete

1. In Internet Explorer, click the **Tools** button, and then click **Internet Options**.
2. Click the **General** tab, and then click **Delete**.
3. Do any of the following:
   - To delete information from web forms, click **Delete forms** and then click **Yes**.
   - To delete passwords, click **Delete passwords** and then click **Yes**.
   - To delete web addresses from the Address bar, click **Delete history** and then click **Yes**.
4. Click **Close** and then click **OK**.