

ReADY Request

September 2024

Step 1. Access the Work Request System

- Navigate to ECU's homepage, https://ecu.edu.
- Click the Search/Resources drop-down link.



• Choose Work Request.

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Step 2. Log in Using ECU SSO

• First-time users: If the Single Sign-On (SSO) process does not automatically start, click the SSO button to continue.



- Log in with your ECU email and password.
- Multifactor Authentication is required.
- The ReADY Request homepage opens.

Step 3. Go to Your User Profile

• Click on Settings – User Profile

Home Process Notifications 0	Settings *	
	User Profile About Logout	ECU
	ReADY	' Request

• Click on Add in the Email or Phone Section

Email				Ac
Email Address		Verified	Primary	Remove
DAVISKEN@ecu.edu		Yes	Yes	
Phone				Ac
Phone Number	Phone Format		Туре	Remove
252-328-6776	United States		Work	â

- Email address:
 - Enter the email address. Click primary if you want this to be the email that the application uses. NOTE: adding another email address does not change login information!
 - o Click Done

Add Email	Cancel
Address	
davisken@ecu.edu	
Primary	

- Phone number
 - Enter the phone number with area code and type for the number
 - Click Done

Add Phone Number	Cancel Done
Phone Number	
252-328-6776	
Phone Format	
United States	~
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Work	~

• Click on Home to return to the request entry tiles.