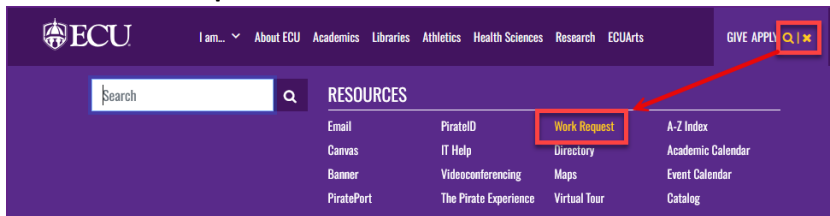## Step 1. Access the Work Request System

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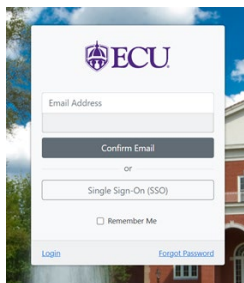- Click the **Search/Resources** drop-down link.
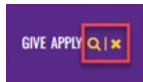
- Choose **Work Request**.
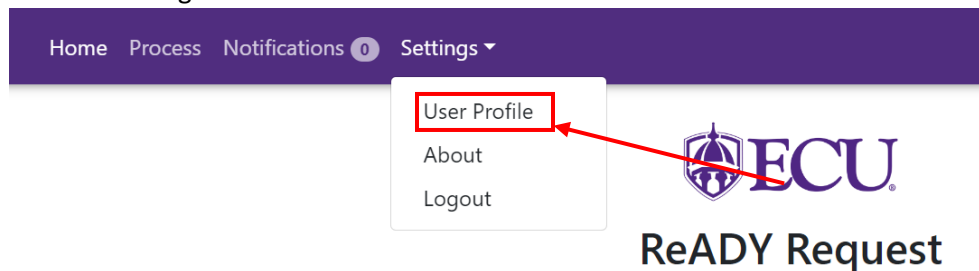

Step 2. Log in Using ECU SSO

- **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

- Click on Add in the Email or Phone Section

Email   Add

Email Address	Verified	Primary	Remove
DAVISKEN@ecu.edu	Yes	Yes	

Phone   Add

Phone Number	Phone Format	Type	Remove
252-328-6776	United States	Work	🗑

- 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!
  - Click Done

Add Email   Cancel   Done

Address

daviksen@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 ⌄

Type

Work ⌄

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