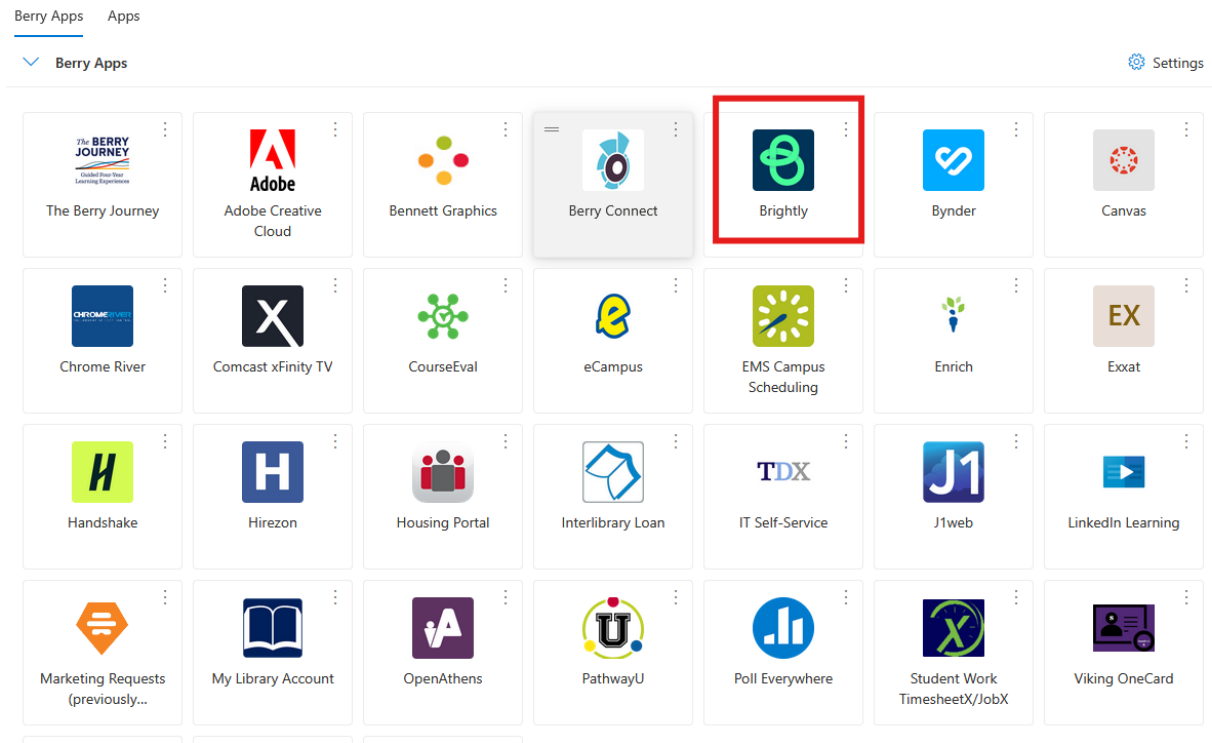


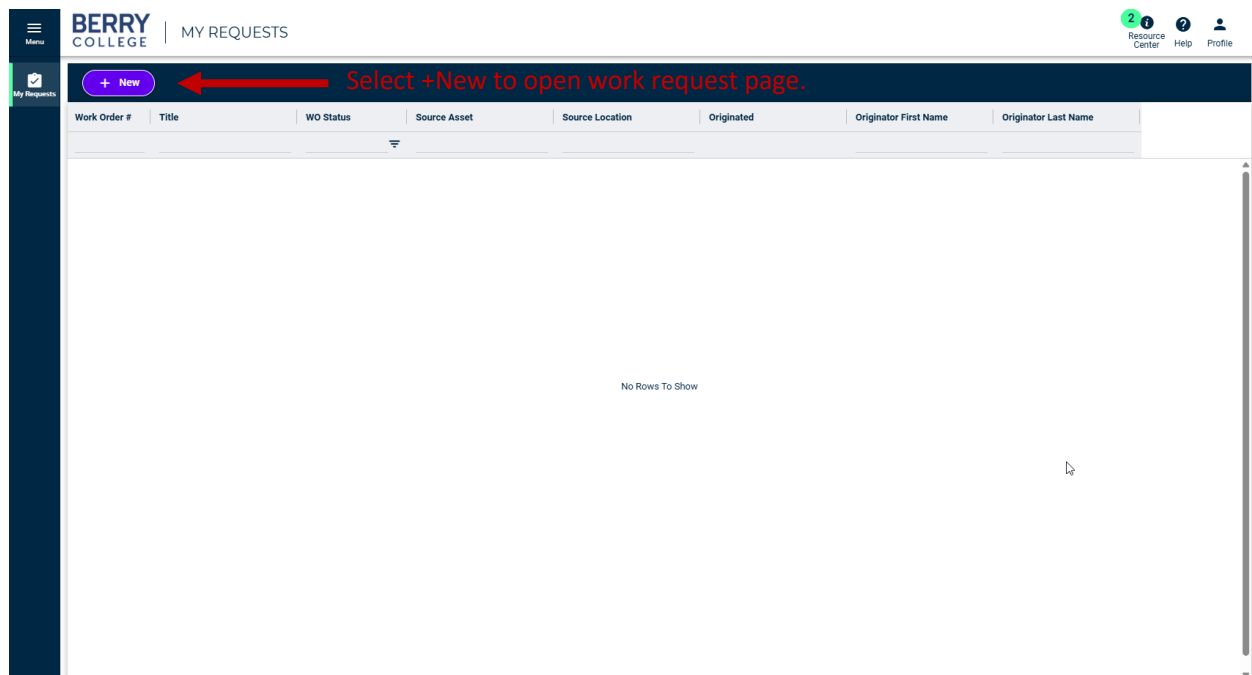
DESKTOP INSTRUCTIONS – ASSET ESSENTIALS SIGN UP

Step 1: Sign in to myapps.berry.edu using your Berry credentials.

Step 2: Click the Brightly icon, outlined in red below, for account verification. You must complete this step via web browser **BEFORE** downloading and using the mobile app.



Step 3: The page below should load after you select the Brightly icon in myapps. If it does not, please reach out.




Step 4: Click the “+ New” icon to open the work request page.


BERRY COLLEGE RES HALL MAINTENANCE REQUEST

Please submit form with as much detail as possible. Upload an image if it would support your request. Thanks.


✓ SELECT REGION/SITE

Site: * 

✓ REQUEST DETAILS

Location: *  **Select your building here.**

Area/Room #: *

Work requested: * 

Please enter the location here, and then enter the work requested / any helpful information you can provide in this box.

Example: Dana Hall – Water fountain on 2nd East isn't working.

Requester Email Address: *

Phone Number: *

Please make sure to use a number you can be reached at, with all 10 digits.

Please provide number and description of pets, if applicable:

Do you have a pet on premises: *

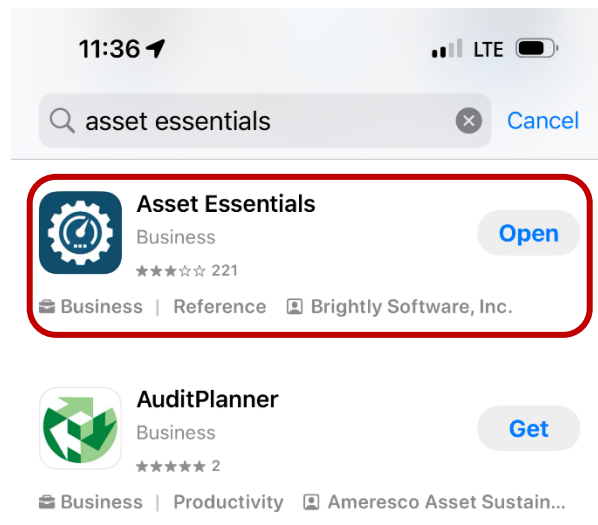
✓ UPLOAD DOCUMENT/IMAGE

Documents/Images: **Any photos or documents you'd like to include can be attached here.**

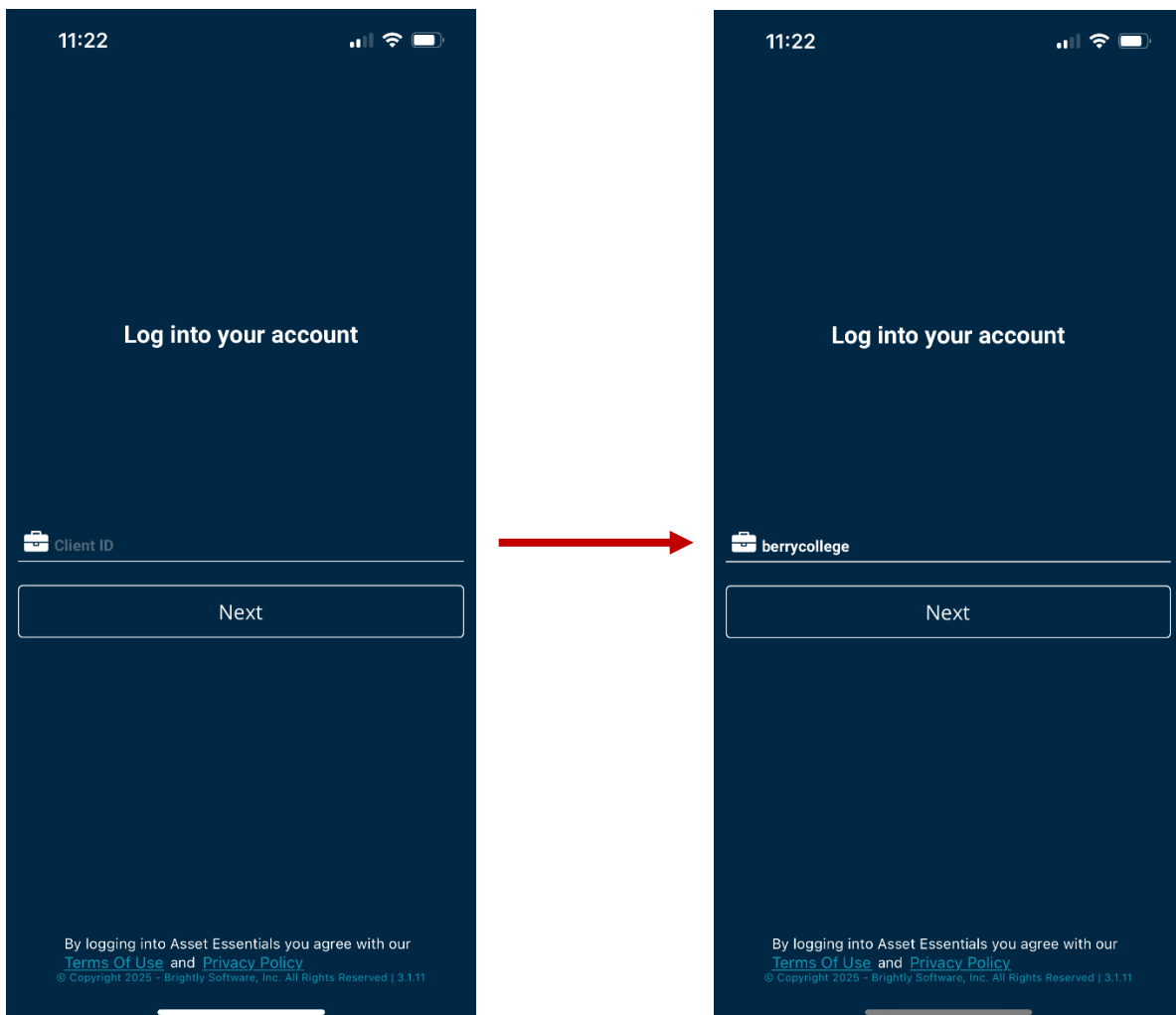
*Please note that following submission, you will **not** receive an email confirmation. Submitted requests will show up in your “My Requests” log.

MOBILE APP INSTRUCTIONS – ASSET ESSENTIALS SIGN UP

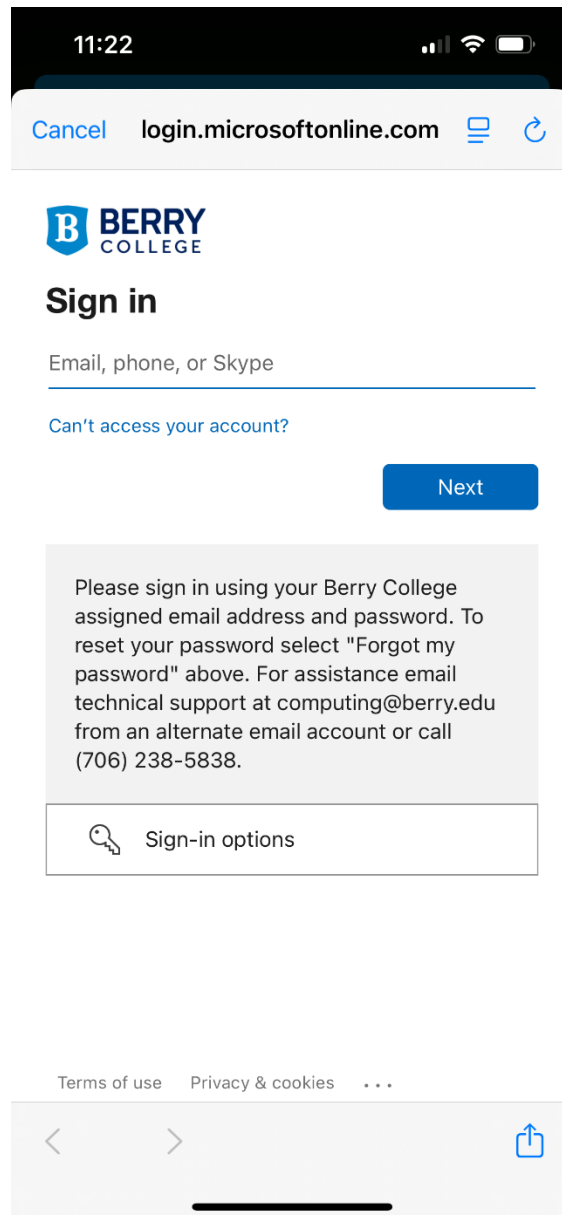
Step 1: Search for Asset Essentials in your app store and download. We recommend turning Wi-Fi off for this process as some users have experienced connection issues.



Step 2: When you open the app for the first time, it will require you to enter a Client ID. Type in “berrycollege” for this.



Step 3: Sign in using your SSO credentials (after entering the Client ID and selecting Next).



11:22

Cancel login.microsoftonline.com

B BERRY COLLEGE


Sign in

Email, phone, or Skype


[Can't access your account?](#)

Next

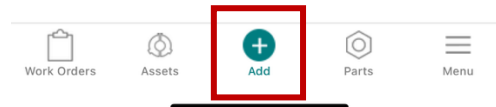
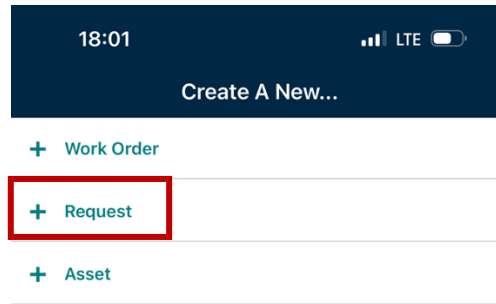
Please sign in using your Berry College assigned email address and password. To reset your password select "Forgot my password" above. For assistance email technical support at computing@berry.edu from an alternate email account or call (706) 238-5838.

 Sign-in options

[Terms of use](#) [Privacy & cookies](#) ...

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Step 4: Select the “Add” icon on the bottom center of your phone screen, then “Request” to create a new work request.



The same fields are available on the mobile app as the desktop version. You are welcome to use whichever option you prefer.