

## Service Requester Registration Maximo – Quick Guide

One-time registration process for access to the Maximo Self-Service Center.

1. Navigate to <https://sodexo-na.maximo.com>
2. Click the Register Now link to go to the registration form
3. Type your Customer Number: **LCSCUS** (also called your Maximo Site ID) in the Customer Field
4. Skip over the check box. Leave it blank
5. Type in your First Name
6. Type in your Last Name
7. Type in your WORK email address. **THIS BECOMES YOUR MAXIMO LOGIN ID**
8. Create a password that meets the guidelines; and then type it again to confirm
9. Type EN in the language field for English; or choose another language by clicking the magnifying glass  and choosing from the list of values
10. Choose a Password Hint Question from the available values by clicking the magnifying glass 
11. Type in an answer to your password hint question
12. Enter your complete phone number
13. Type in your building, floor, and room
14. No additional information is required
15. Click the SUBMIT button
16. You will get a message confirming your request was submitted. Click OK
17. You will be notified via email when your request is approved