

Service Requester Registration for McKendree University

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 (also called your Maximo Site ID) in the Customer Field: [MUIIUS](#)
4. Skip over the Sodexo Employee check box. Leave it blank.
5. Type in your First Name.
6. Type in your Last Name.
7. Type in your School Email email address (Ex: sammy.sample25@mckendree.edu)
8. **THIS BECOMES YOUR MAXIMO LOGIN ID.**
9. The system should show you a box that is selected for Single Sign On, you do want this box checked.
10. Accept the default language; or choose another language by clicking the magnifying glass  and selecting from the list of values.
11. Enter your complete phone number.
12. Type in your location including the building name, floor, and room number if applicable.
13. No other information is needed; however use the additional information field if necessary.
14. Click the SUBMIT button
15. You will get a message confirming your request was submitted. Click OK.

You will be notified via email when your request is approved. The email will contain the url you need to access Maximo. We recommend you set a favorite or bookmark in your browser of choice.