Steps for Accessing the Smartsheet (First-Time Users Only)

1. Click on the Smartsheet link that was provided.
2. Select **"Sign in with Email."**
3. Click **"Send me a code."**
4. Go to your email inbox and retrieve the code that was sent to you.
5. Enter the code on the Smartsheet sign-in page.
6. Check the box for **"I am not a robot."**
7. You will then see a message that says **"You Need Access."**
   Click **"Request Access."**
   - o This sends a request for approval.
8. Once your access is approved, you will receive a notification in Smartsheet:
   - o Look for a **red dot** in the upper left corner over the **Notifications bell**.
   - o Click on the **Notifications bell**.
   - o Click on the notification message text.
   - o This will take you directly into the Smartsheet.

Important:
You will only need to complete this process the first time you access the Smartsheet link. After that, access will be much quicker. You will have **view-only access**, meaning you can see information but cannot make changes.

How to Use the Sheet

- You can scroll through the list to see all maintenance requests, their status, and notes.
- To quickly find something specific, use **Ctrl + F** (on Windows) or **Command + F** (on Mac) and type in a keyword.

Examples of helpful search terms:

- "Building 1"
- "Septic"
- "Crawlspace"
- Any other word related to the issue you're looking for

This sheet is **view-only**, so no changes can be made by owners. It is intended to provide transparency and allow everyone to track submitted items and progress.

If you have questions or need help locating something, please let us know.