

New Community User “Facility Use Request” Account Set-up

1. Click on the “Facility Use Request for Community Users” link
2. Click the “Log in to Request Facility Use” tab in the upper right corner of the page
3. First time users will have to click the “Create One” tab to create an account
4. Check the box to agree to the terms and conditions of use.
5. Click the “Agree and Register” tab
6. Fill in all required fields, click the “Save Next” tab
7. Complete information of the Organization you are representing and click “Add Organization” then click “Save and Next”
8. Review information and click “Submit Requests”
9. Your User request will be processed and you will be notified of your approval by email. This approval will have to be complete before you can make your first “Community Facility Use Request”
10. Please call Mike Munsee at 814-664-4677 ex. 1220 if your “New User Request” is not processed within 48 hours.
11. After your “New User Request” has been approved please see the “Community Facility Use Request Instructions” for further instructions