



SUPPORT OPTIONS

- 1 **Contact your supervisor.**
- 2 **Go to MOJO website**
mojoproject.philasd.org
 - System status
 - F.A.Q.
 - Training manuals
 - 'How to' videos
- 3 **Call Help Desk (215) 400-5555.**
 - 1 - Password reset
(username or password problem)
 - 3 - Hardware problems
(computer or phone)
 - 5 - Connectivity problem
(connection to Internet)
 - 6 - MOJO problems
(issues once logged into MOJO)

Training: If you require additional training, please contact the MOJO help desk.

LOGIN TO MOJO

Browser: Use any browser (prefer Google Chrome) and type in the URL <https://sdpuat.asset-fm.com>. Use your SDP email username and password. For the username, do not include the "@philasd.org". Please note that this a training environment to test the system operation and to gather your feedback.

MOJO Note(s):
The Archibus software refers to 'work orders' as 'work requests'. These words will often be used interchangeably. Similarly, 'craftsperson' is used to identify 'mechanics'.

WORKFLOW

