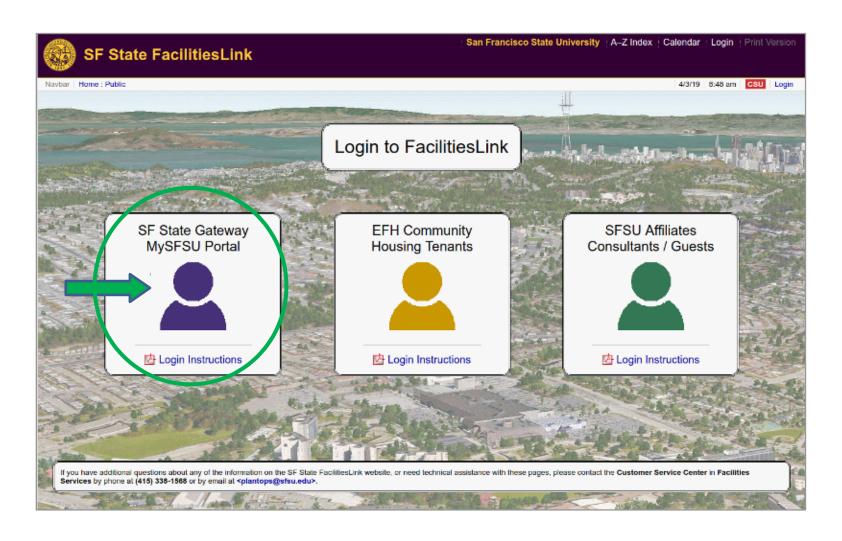


Logging In as a MySFSU Portal Account Holder

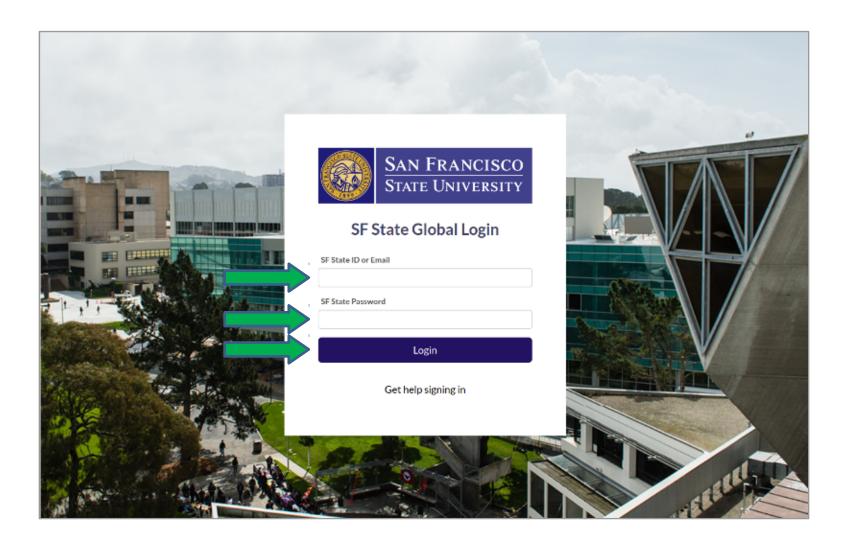
For further support or additional training materials please contact the Customer Service Center in Facilities Services by phone at (415) 338-1568 or by email at plantops@sfsu.edu

Logging In: MySFSU Portal

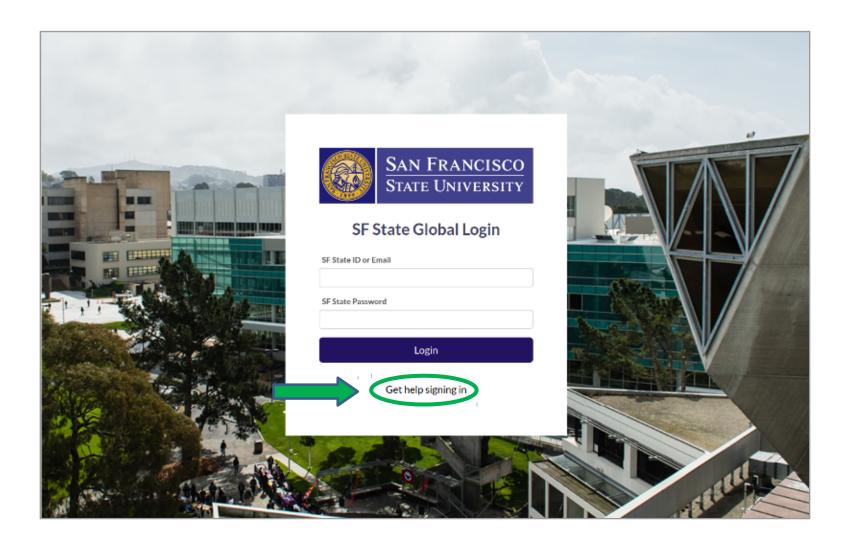
To log into the MetaBIM system as a MySFSU Portal or Gateway account holder click on the 'SF State Gateway MySFSU Portal' Link.



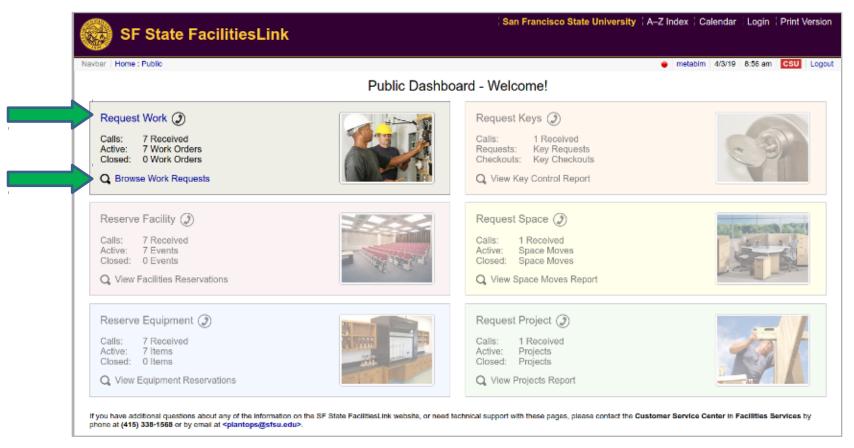
Log into the system using your SF State ID or Email and SF State Password. Click Login when complete.



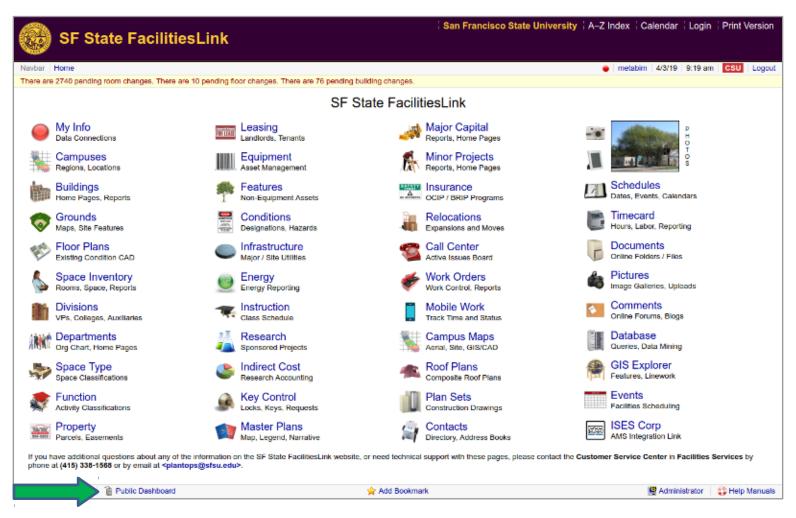
If you need any support logging in click on the 'Get help signing in' link.



If you don't have a FacilitiesLink account you will arrive on the FacilitiesLink Public Dashboard. From here you can make Work Order Requests and Check the status of your Work Requests.



If you hold a FacilitiesLink account you will be brought to your FacilitiesLink home page. If you don't see all of the icons contact the system administrator for more access. To use the Public Dashboard click on the Public Dashboard link at the bottom.



For support with the FacilitiesLink system contact the SFSU system administrator referenced at the bottom of the page.

