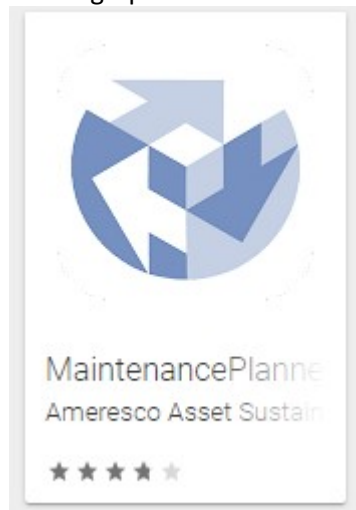# Christine Salo

|	
From:	Suzanne Corbishley
Sent:	Wednesday, March 30, 2022 8:24 AM
To:	Christine Salo
Subject:	installing the maintenance planner application

1. Go to The App Store for Apple Devices or Google Play store to download "MaintenancePlanner".

    It looks like the graphic below:

2. Once the app is loaded, enter in your email address you have with the University and then tap on the button that reads "Reset Password". You will see a message similar to this one:
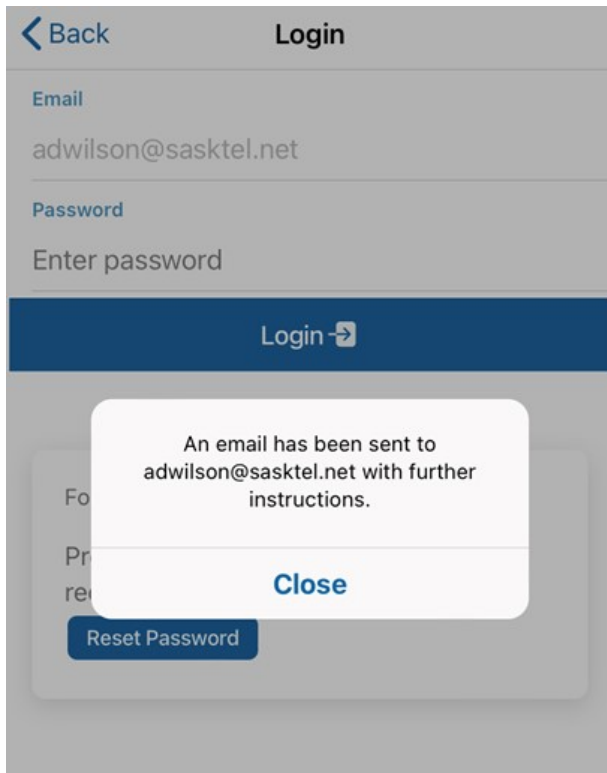
3. The email will come to your inbox and give you option to reset the password in the app. Click on the "Reset password in App" button if the email is being accessed from the phone.
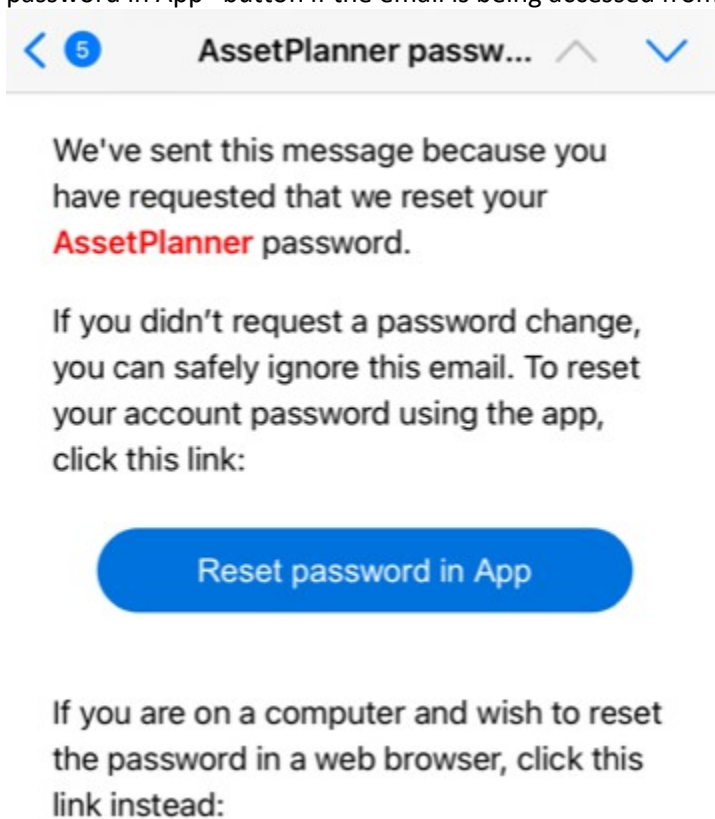
4. If you chose to reset from the app, when you return to the app view via the button within the email, it will still be on the "Reset Password" screen. Hit the back button and it will bring up the option to create your own password via the app. Press the "Change Password" button to complete the update.
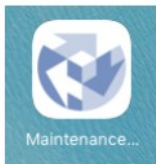
Login

Change your Password

New Password

|

Verify Password

[**Change Password**]

Login Page

Ensure that you have **MaintenancePlanner™** app downloaded in your device. This application is available on Apple and Android devices.

Maintenance...

Enter your **e-mail address** and the **password** provided to you by Ameresco (same login info used on desktop view) and then click **Login**.

Login

Email

Password

Server

assetplanner.com

[Login]

Forgot your password?

Enter your Email address above then press the Reset Password button to receive further instructions.

[Reset Password]

Tip: If you ever forget your password you can click on the "I forgot my password" link. You will receive an e-mail with instructions on how to re-set your password.

Some recommended App Settings:
After the app is on the device, for Apple devices, go to Settings and navigate to the MaintenancePlanner app. Open the app settings and make sure the following are enabled:
Camera, Notifications, Background App Refresh and of course Cell Data.