Step by Step Guide to Completing the Work Order Request

**Step A** - Sign into the web site using your College User name and password. The work order page will open. 

**Step 1 -**  The form will auto populate with your information. A phone number is required.

**Step 2** - Select the location of where the work is requested.

 For Area/Room Number, type in the information (number or name of room).

**Step 3 -**  Select the appropriate Type that is needed by placing your curser over the appropriate icon and left click.

**Step 4** - Type in the description of the work requested. **BE VERY DISCRIPTIVE** with the information you send.

 Be sure to include any animals in your room or special instructions for the technician.

**Step 5**- Attach any pictures or documents that may help the technician.

**Step 6**- Click on the **SUBMIT** icon to send the work order.

**Step 7**- To check the status of your Work Orders, click the “My Requests” at the top of the Work Order page.

 All your Work Orders and their status will be displayed.

