

# Housing Repair Requests for Students

Housing and Resident Life Website

Go to Current Residents --- Request Repairs --- takes you to the Physical Plant Website

Work Orders System --- Pick **Student Work Orders**

AT THIS TIME (Due to a problem with the certificate – select “Continue to this website (not recommended).”

It should take you to a Service Request Page ---

Fill out **Requestor Name** (which is your name),

Give us a **Phone #** to contact you if we have questions,

Give us a **Requestor E-mail** so you will receive a response about your repair,

Give us your **Building Name** where the problem is (you can find this by using the arrow at the end of the line or just type your building name in),

Give us your **Area #** which is your room number (the system will pull up all the rooms available in your building when you enter your building name, find your room number and select it)

**Action Requested** – enter all the information you can concerning the problems you are experiencing in your room.

**After your action requested is complete** – submit.

The system will give you a repair request number after your work request is submitted.

Please contact the work order line if you have any questions or problems, 931-221-7424.