Step 1: Log onto Housing Portal by clicking on “Log In” then entering your campus username and password on the next page.

Step 2: Select the “Room Maintenance” tab from top menu bar.
Step 3: Click on “New Job”.

Step 4: Under Room Category select “My Room” if your request is about your room, OR select “Shared Rooms” if your request is about another room space in your apartment (Ex. Kitchen). Then select a room space for this request from the list.
University Housing Work Order Instructions

**Step 5:** Fill out Work Order form and click on “SUBMIT” to send your request.

- On the first room maintenance page you can select “Shared Jobs” or “My Jobs” from the list to see all work orders submitted for your apartment.

- Maintenance Office will contact you if necessary, work orders are completed in order of submission unless an emergency should arise. Please create a separate Work Order for each issue in your apartment.