Site, click on FG, BN, where the problem is situated; Building, search and ‘click’ on correct bldg of request; Floor, click on floor where problem is; Room, choose room if applicable.

Requestor - Search your name and then ‘click’ on your name to fill in the field; Put in correct phone number.

Equipment – Not applicable at this time.

Problem – Choose best suited trade to your knowledge.

Billing – Provide FOAP if required; Fund, start typing fund and ‘click’ on fund provided; follow same step for Org and Program.

Description – Provide as much information as possible to the request being made.

Add Documents – Photos or documents can be attached to this request; Then choose Submit – A confirmation number will pop up at the top of your screen; Manually record this number as it is a reference number you can use to follow up on.

TIPS – It is best to choose the drop down choice when filling out the form. If you do not know a field leave it blank and provide it in the ‘Description’; Google Chrome provider works best for this form also.

You can contact the Customer Service Desk at 204-474-6281 for support in completing the form successfully.