



Submitting a

Work Request Form

1.

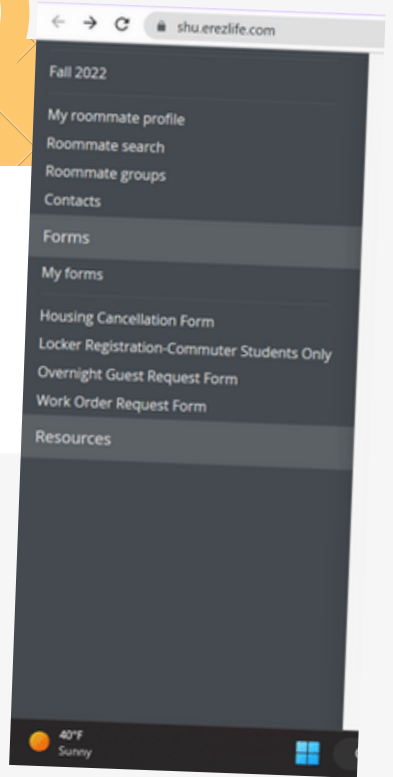


Visit your eRezlife profile page.

2.



Once on your housing profile, look for the Work Order Request form found under "My Forms".



Complete this section with your residence hall information.

Add your name but searching for it.
Select the type of maintenance issue from the drop down. If selecting "other", be concise and clear.

When describing the issue:
Give clear direction of the location.
Explain what the problem may be.
This will help our Facilities staff know what needs to be done to properly rectify the matter.

Click the "save form" button was done and then click the "Building Staff Review" button to submit it!

You'll receive a next step email to your SHU account within 2-3 business days.