



Housing and Residence Life

How to Submit a Maintenance Workorder

1. Log into the Housing Portal. Once inside, click on the word "Maintenance" along the top menu

Home Application **Maintenance** Personal Info Website

Profile Summary **Students Home**

Name
Screen Name
Mobile
Email

2018-2019

Thank you for your interest in housing at Kennesaw State University. Please click on the "Application" tab above to begin your 2018-2019 Housing Application.

At this time we are no longer accepting names for our Fall 2018 Housing Call List. If you are in need of housing for Spring 2019 we will open up our Call List around mid-October. Please check our website and the Housing Portal for a more exact date later in the semester.

If you have questions during or after the application process, please email the housing office at housing@kennesaw.edu or call 470-578-5483.

Messages

You have 3 new messages.

- KENNESAW**
Email: Hornet Village Power Outages
- KENNESAW**
Email: Notice of Entry - KSU Housing & Residence Life
- KENNESAW**
Email: Notice of Entry - KSU Housing & Residence Life

[Inbox](#)

- Once inside the "Maintenance Request Form" menu, click on either "My Bedroom" to submit a workorder for your bedroom or "My Unit" to submit a workorder for your common area/unit. **Note the bold text for Cable or Internet Issues.** There is a separate form for those workorder categories.

Maintenance Request Form

Main

My Bedroom

My Unit

Welcome to the student maintenance portal. Your request is very important to us and we will do our best to address your request in the shortest time possible.

If your request is related to Cable or Internet issues, please complete the following form: <http://uits.kennesaw.edu/support/studenthousingitrequest.php>

For emergency workorders after hours and weekends, please contact your Resident Assistant on call:

Kennesaw Campus

KSU Place: 404-969-7818

University Village: 404-969-7819

University Village Suites: 404-323-6963

Austin Residence Complex: 404-969-8856

Marietta Campus

East Campus (University Commons, University Courtyard, Howell Hall): 404-217-2446

West Campus (Hornet Village 100 - 200 and University Columns): 404-217-2395

To create or view the status of an existing maintenance workorder, select "My bedroom" or "My Unit" on the menu.

Maintenance Contact Information

Add or update your contact information for maintenance workorders.

Cell Phone Number:

Save Contact Information

- Once you have selected "My Bedroom" or "My Unit", click on "New Job" along the bottom to create a new workorder.

Maintenance Request Form - My Bedroom

My Bedroom is for workorders in your specific room.

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You have no current workorders for "My Bedroom".



All communication regarding workorders will go to your @students.kennesaw.edu email address.

Submit

4. Select a Category for the workorder, specify which item underneath that category is involved and give a description of the issue. Once that is complete, click "Submit" at the bottom of the page

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West Campus (Hornet Village 100 - 200 and University Columns): 404-217-2395

Date Reported: 9/19/2018 8:53:00 AM

Status: Open

Category:

(Please Select Category) ▼ **1**

Item:

(Please Select Item) ▼ **2**

Description:

3

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Submit 

- Once submitted you can go back to the "My Bedroom" or "My Unit" tab and click "View" to see all workorders submitted for those spaces.

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6. A list of General workorder categories is below

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Status: Open

Category:

(Please Select Category) ▼
(Please Select Category)
Appliances
Building Exterior
Doors and Locks
Electrical and Lighting
Flooring
General
Heating and Cooling
Plumbing and bath
Recreational
Safety Equipment