How to Submit a Maintenance Workorder

1. Log into the Housing Portal. Once inside, click on the word “Maintenance” along the top menu.
2. 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.

If your request is related to Cable or Internet issues, please complete the following form: [http://uits.kennesaw.edu/support/studenthousingitrequest.php](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]
3. 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”.

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

Status: Open

**Category:**
- (Please Select Category)

**Item:**
- (Please Select Item)

**Description:**

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

**Submit**
5. 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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New Job  View

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Submit
6. A list of General workorder categories is below

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<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>(Please Select Category)</td>
</tr>
<tr>
<td>Appliances</td>
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<tr>
<td>Building Exterior</td>
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<tr>
<td>Doors and Locks</td>
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<tr>
<td>Electrical and Lighting</td>
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<tr>
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<tr>
<td>General</td>
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<tr>
<td>Heating and Cooling</td>
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<tr>
<td>Plumbing and bath</td>
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<tr>
<td>Recreational</td>
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<tr>
<td>Safety Equipment</td>
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