Plant Facilities Work Request Instructions

Step 1: Open your browser and navigate to the college web site http://www.lamission.edu, select Faculty and Staff, and select Online Work Request link under Services.

Step 2: The Online Work Order System window appears with the following options:

WORK REQUEST MENU OPTIONS
- Audio-Visual Work Request
- Computers/Printers/Telephone Work Request - Coming Soon!
- Plant Facilities Work Request (on-campus use only)

Step 3: Click on Plant Facilities Work Request link, the sub menu of Plant Facilities Work Request appears as Figure 1:

Figure 1

Step 4: To submit a new request, click on Create A New Request. You are asked to provide user name and password as the following Figure 2.
Figure 2

Connect to support.lamission.edu

User name and password are the same as your user name and password of your Outlook email.

Step 5: Enter your user name/password and click on OK button. Figure 3 is your next screen

Figure 3

Room is optional if your request encompasses the entire location.
Site of Problem and Department are drop down menus for selection. Room is optional if your request encompasses the entire location. The entries for Contact Person, Requestor, Phone, Contact, Contact Phone, E-mail, and Department will auto-fill for your next request after the first completed fill. (You may still edit them for your next request as you wish).

Step 6: Once you have made all your entries, click on Press to Continue to Next Page button to continue to the next confirmation page. Figure 4

Figure 4
Step 7: Click on **Press To Create This Work Request** button to confirm your submission. Figure 5

Figure 5

If you wish to submit attachments like diagrams, click on **Send Attachments to Us**.

**Note:**

A confirmation had also sent to you via email to acknowledge Plant Facilities department had received your work request.