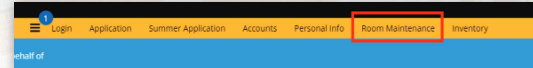
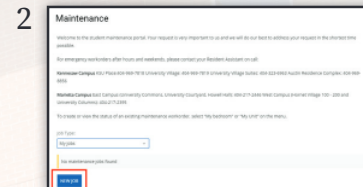


Maintenance Order HOW-TO GUIDE

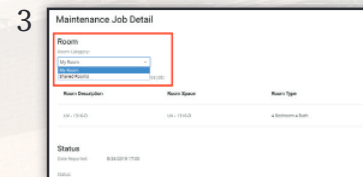
1. Log in to the Housing Portal and click on “Room Maintenance” at the top of the page



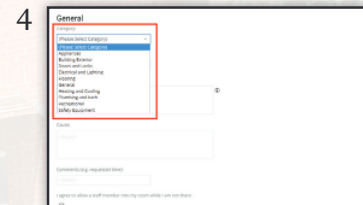
2. Read the maintenance page information and click on “New Job”



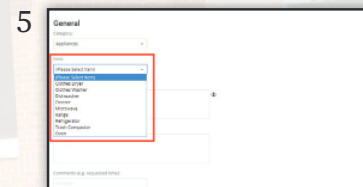
3. Tell us where the issue is located. “My Room” is the student’s bedroom. “Shared Rooms” is the common area/ bathroom/laundry room/etc.



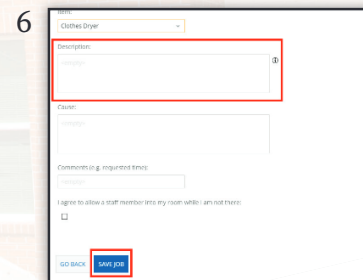
4. Select the category for the issue



5. Select the item within the category that best describes the issue



6. Include a brief description of what’s happening, then click “Save Job” at the bottom of the page



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