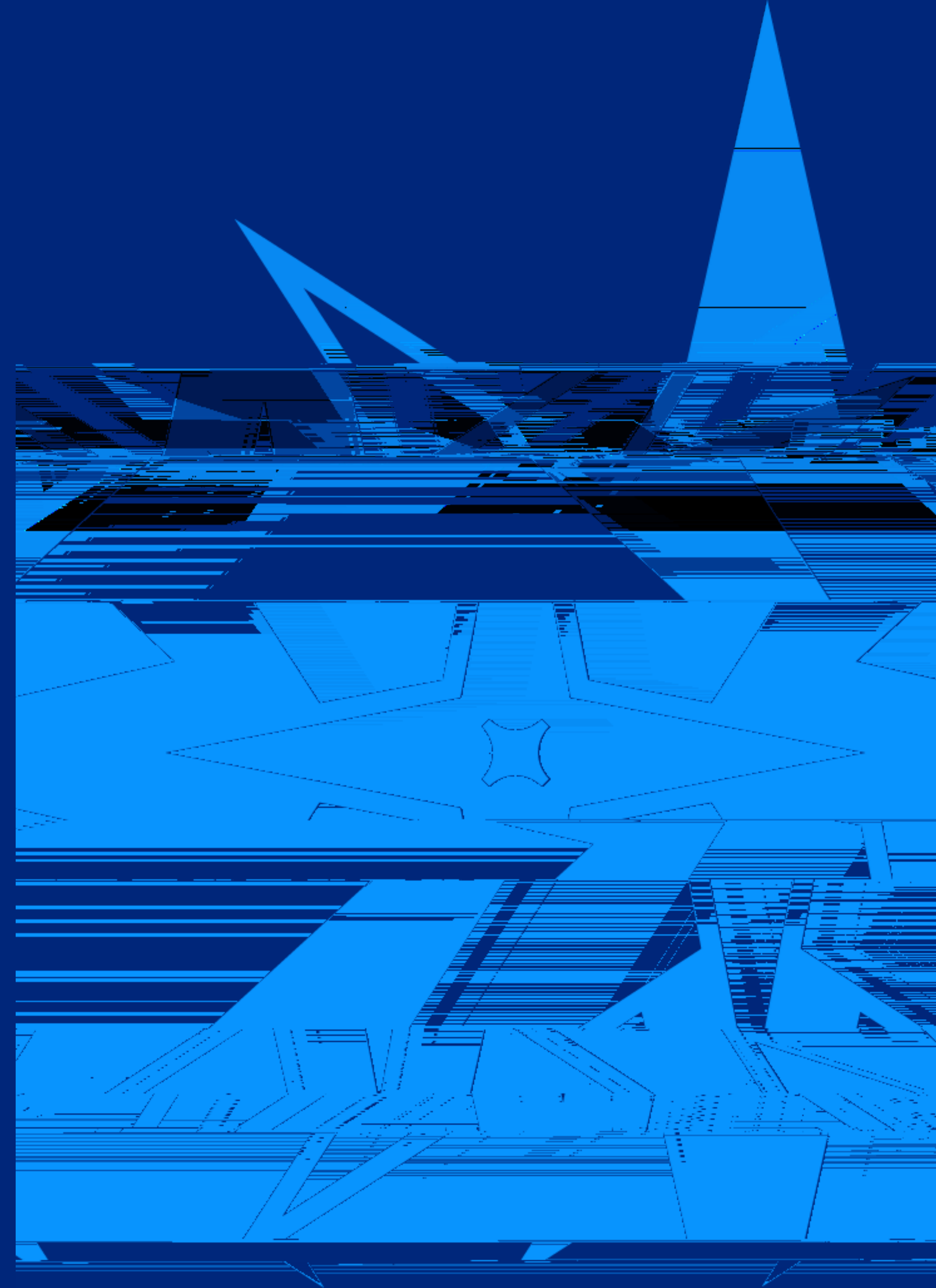




Asset Essentials

Facilities Work Order Request  
System



**Welcome to Asset Essentials, the new Facilities work request system. Here you will find the information you need to start entering your work requests.**

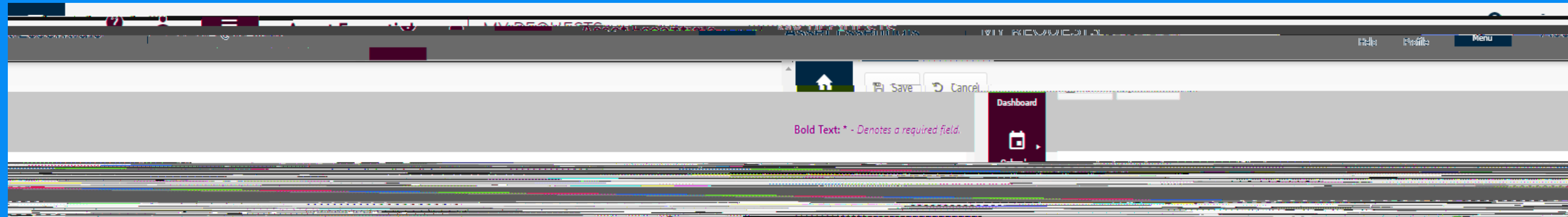
You can access a link to the new system via Okta.



When you log in you will “land” on the My Request page:

1) Click “New” to launch a new request form, then:

A) SELECT SITE



Choose your site from the drop down.  
Options are:

- Lancaster Campus
- Main Street Campus
- Priscilla Payne Hurd Campus
- Steel Athletic Complex
- West Campus



## B) LOCATION OF ISSUE

### i. Location – Sally

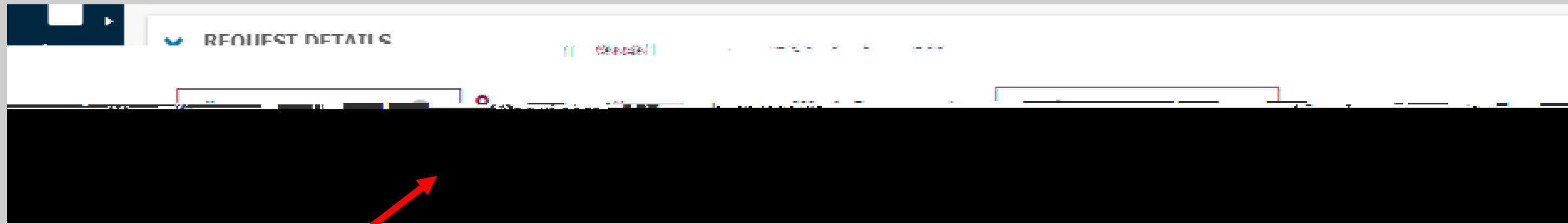
Choose the location the work is  
to be performed at



## C) Area/Room #

i. Location – Sally

i.i. Area/Room #

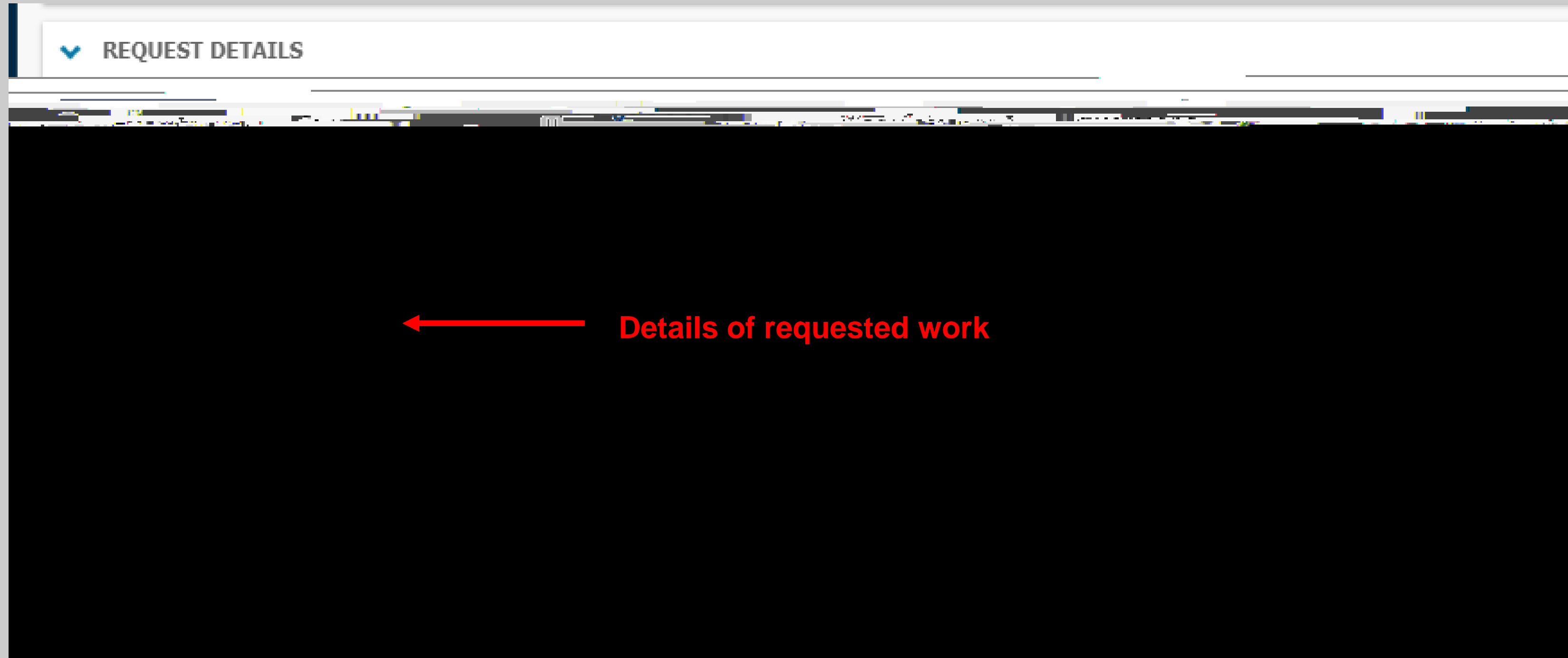


Indicate room information (this field is free form)





# E) Request Details

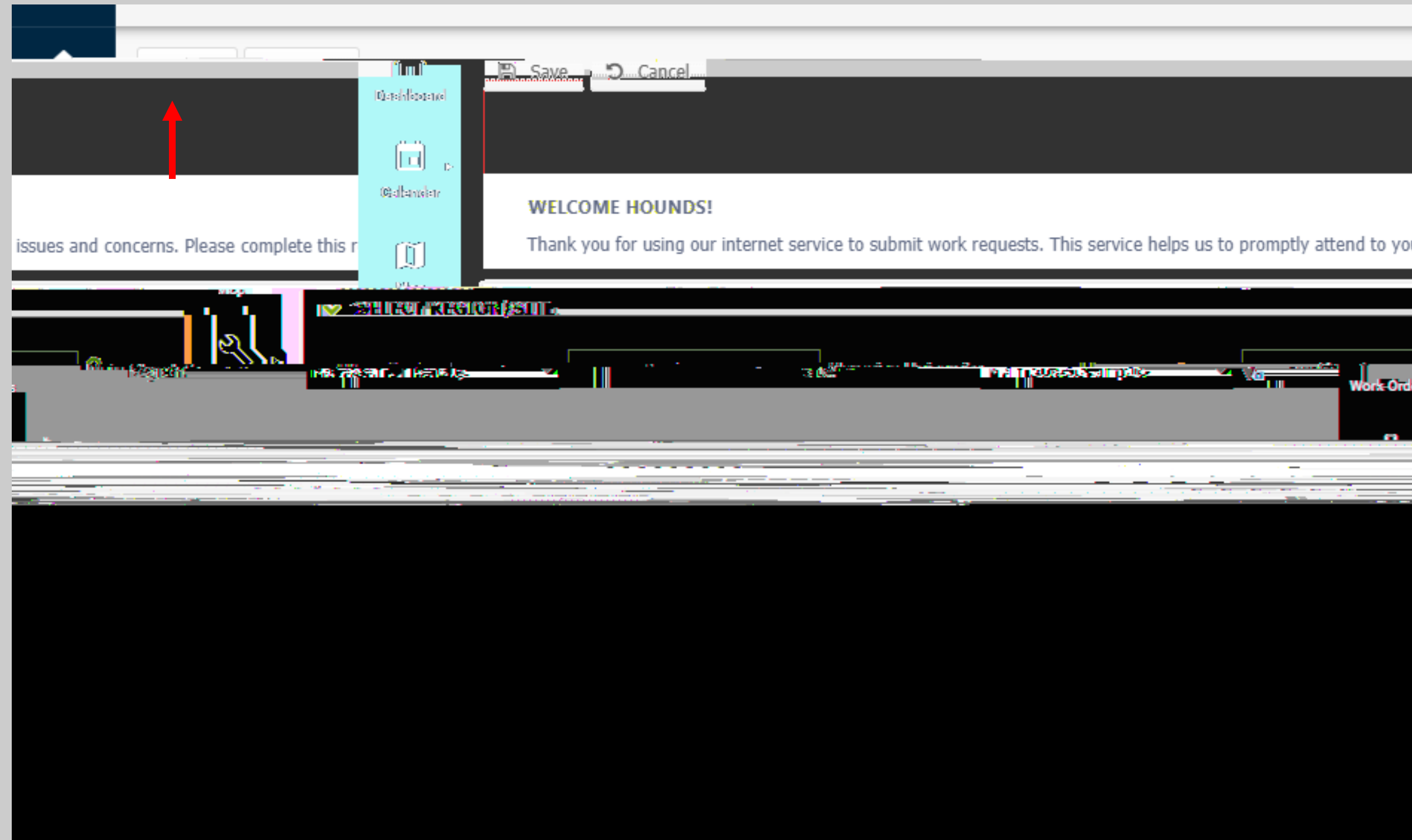


← Add photo if you would like



## F) Save

Click “Save” and your request will be given a work order number and routed to the appropriate supervisor.



G) EMAIL NOTICE You will receive an email indicating your request has been entered into the system. You will receive another email verifying completion.

