



Steps to submitting a work order

- 1. LOG ONTO "MY.EOU" PORTAL**
- 2. CLICK "FACILITIES TICKETING SYSTEM"**
- 3. FILL OUT PHONE NUMBER**
- 4. SELECT YOUR HALL**
- 5. SELECT YOUR ROOM NUMBER**
- 6. FILL OUT A SHORT DESCRIPTION OF THE ISSUE**
- 7. SELECT WHICH TYPE OF PROBLEM YOUR ISSUE FALLS UNDER**