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

IF YOU HAVE ANY QUESTIONS PLEASE ASK AN RA