“UIS WORK ORDERS” instructions for Residence Life

1. Go to http://go.uis.edu/wo and the following screen should appear.

2. **Request** - Title your Work Request with a brief issue of the problem such as ‘Bedroom Light Out’ or “Kitchen Outlet Not Working”.

3. **C-FOP** – Please IGNORE & SKIP this entry.

4. **Category** - Please select ‘Residence Life (Housing)’. Selecting anything else may delay your work request significantly.

5. **Your UIS Email** - Enter your @uis.edu email address. If you want to place your personal email address here you may do so AFTER you put in your UIS email and a ‘;’. You may also include your roommates as well for issues concerning all residents in the unit.

6. **Short Description** – This is where you would a brief but detailed description of the problem such as ‘Desk drawer in Bedroom B is hard to operate’ or ‘The overhead light in the hallway by B/C bedroom is out’. * Location of issue is very important.

   *Not all items inside your residency will be handled by one person. Plumbers do not handle electrical work and carpenters do not handle plumbing issues so, please submit individual work orders for each maintenance issue you may have.*

7. **Your Name** - Please enter your full name (first name and last name). If we have any questions, we may be reaching out to you.
“UIS WORK ORDERS” instructions for Residence Life

8. **Filter By Building Group** – Please select ‘Residential’

9. **Filter By Building** – Please select the appropriate building that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries.

10. **Locations(s)** - Please select the appropriate unit that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries. **If you make a mistake you can hit the x to delete the unit.**

   **Once you have done this before and know your room as the system wishes to call it, you can skip the ‘Building Group’ and ‘Filter By Building’ and just begin typing in ‘Locations(s)’.

11. **Files** – You may choose to include files such as pictures in this section.

12. Once you are finished it should look something like this:

   ![Work Order Form]

13. **Submit** – Finally click this button to submit the work order request.