



How to create a Maintenance (Work) Request

Create a Maintenance Work Request

Step 1: Open the District webpage (www.mjsd.k12.wi.us) and navigate to either the Clever Staff Resources Page and find the Maintenance Work Request Icon (the same location as before) or go to the Facilities Department Webpage and there is a link there as well.

Step 2: Log in using your district login credentials: click on the login with Google icon

Step 3: Click **New Request** in the top right of the screen.

The screenshot shows a web interface for managing requests. At the top, there is a calendar for January 2020 with navigation buttons for 'Today' and 'Month'. Below the calendar is a search bar with a 'Filter' dropdown and a 'Search' button. On the right side, there is a sidebar menu with a 'New request' button and four options: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. The main area of the interface is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, and Fri, and rows for dates 1 through 11.

Step 4: Fill out the work request form (anything with an * asterisk is mandatory)

- * Request Type: Choose what the request is for from the drop-down list. Example: Heating/Ventilation and Air Conditioning
- * Request is what you are wanting done. Example: My room is hot or cold
- * Select Building. Example: Menasha High School
- Location: Choose a location from the drop-down list. Example 1st Floor
- Additional Details: Add anything more that helps describe the request. Example: My room has been hot for the last week and only in the mornings.
- * Requested Completion Date. Choose a date you would like completed
- * Room Number or location: Put your classroom number in this block or other location identification
- Attachments. You may add any attachments like a photo of the issue.
- Then hit submit near the bottom of the page.

Step 5: After submitting your request, you will receive a confirmation email with a link to track the status of your request. You will also receive email notifications when your request is modified.

