

How to Submit A Maintenance Request

A Step by Step Guide

Here is where you will land when you log in! first click this box, then the add location box will appear. (shown below)

Then enter the room number, don't forget the letter for flats and fountains rooms.

LOCATION DETAILS

Location*
Click to Select...

Area/Room Number*
Enter Area or Room Number...

REQUEST DETAILS

Work Requested*
Enter Work Requested...

And here is where you type the requests/ issues the resident is experiencing

UPLOAD DOCUMENT/IMAGE

Documents/Images

Add attachment

OR

Drag and Drop File Here

You can attach any files you have here

Find the housing area you are looking for over here

Add Location

Select Site...
University of North Florida Housing

Expand All

- > Osprey Fountains Non-Residential
- > Osprey Fountains Residential
- > Osprey Hall Z Building
- > Osprey Landing
- > Osprey Village
- ▼ The Flats at UNF
 - The Flats at UNF Clubhouse
 - The Flats at UNF Building 1
 - The Flats at UNF Building 2
 - The Flats at UNF Building 3
 - The Flats at UNF Building 4
 - The Flats at UNF Building 5

Name	Location Status	Assigned To
The Flats at UNF Clubhouse	Occupied	-

Once you have selected your area click the specific building/house from this list This will close the menu.

You can expand the selection by clicking the chevrons or expand all.

Lastly, click submit. And that's it!

Cancel

✓ Submit

Cancel