



# CSU Work Order Node Custom Portal

## Quick Reference Guide

### 3.0 Creating a Work Order

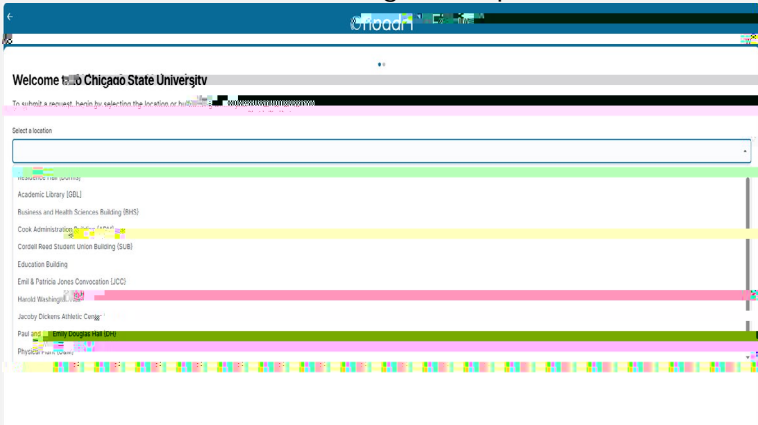
Click on the "Work Order" button on the home screen of the Services page

A. This will take you to a screen where you can start entering the details of your request.

Emergencies after hours should be called into the **Campus Police 2111** or the **Facilities Call Center 2132** where you will be assisted by an Engineer on Duty (EOD) 24/7/365. This is required for an immediate response.

1. Select the location/building of request

2. Select the space specific space or a general area



3. Select the work type/issue:

4. Provide details of the issue and location, Submit

