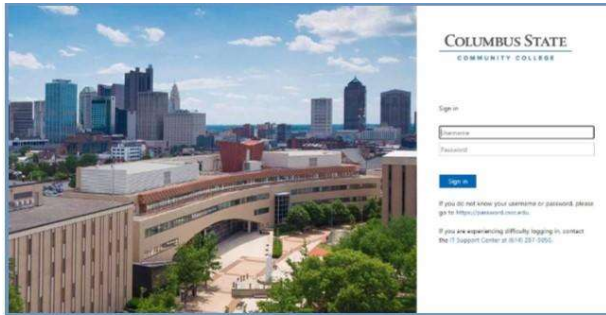
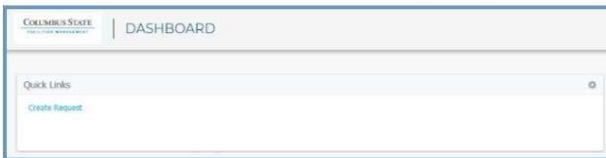


Beginning July 14 Facilities will have an easier and more convenient way to submit your work requests. Here are the simple steps to access our new work order system, “Asset Essentials.”

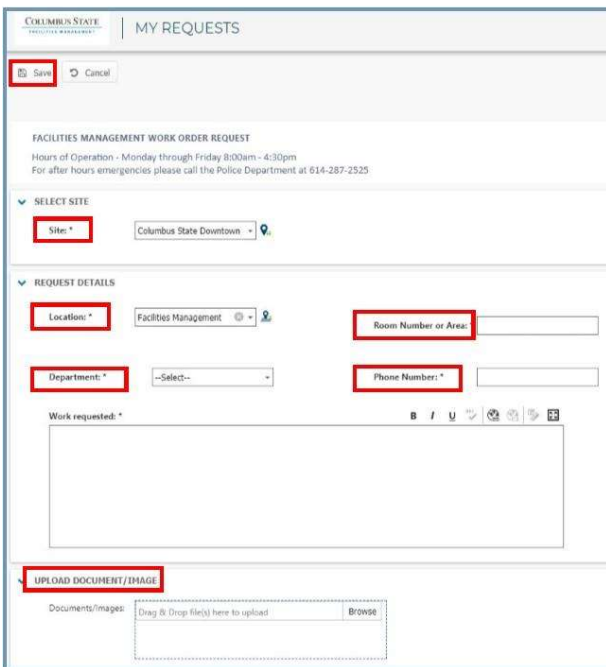
- From the Columbus State Home page (csc.edu) select “Resources” for “Employees.”
- Click the “Facilities work order” link.
- On the Facilities page, click “Online work order request.”



Login using your Columbus State username and password



Select “Create Request”



- The “Site” will default to where you normally are on campus. Use the dropdown to select a different site if applicable
- The “Location” will also default but use the drop down to select the location of your request
- Select your “Department” from the drop down menu
- Include the “room number or area” of your request
- Include your “phone number” in case we need more information
- Give us a detailed “description” of your request
- If applicable you can upload an “image or document”
- When complete click “Save” at the top left corner

You will be able to login anytime and see the status of your request. You will receive an email letting you know when your request has been completed with an opportunity to provide feedback.

If you have any questions about the new system, please contact Facilities Management’s **Shelley Toale** at 614-287-5867 or **Gary Yun** at 614-287-2322.