If there are any questions regarding this new request portal, please contact Rene at (785.826.2611) or email renef@ksu.edu. Thank you!

Click on Submit Work Request... You will then see the below screen

Enter your ksu.edu email
(example: eid@ksu.edu)

Next> Click on (Forgot Password?)

You will see the below screen

Enter your ksu.edu email>
(example: eid@ksu.edu)

Click Send
This screen will then appear....

Follow the instructions as stated...

Enter your New Password

>Confirm same password

>then Confirm

Enter your ksu.edu email
(example: eid@ksu.edu) and

Enter your New Password

Sign In... (😊 you made it)
After signed in, this window appears....

At this point...

* a request can be created by clicking **(New Request)**
* or requests can be viewed for progress.

**To request repairs to projects**

Please note, a project may require more approvals and documentation.

![Image of new request form]

- Click to Clear contents
- or Click **Cancel** button to exit.

**Subject:** Enter short description of work request

**Detailed Description:** Enter as much information to ensure best results

**Default Priority = Normal...**

Choose from dropdown if other

**Add:** Attachment or link if there is more information to provide