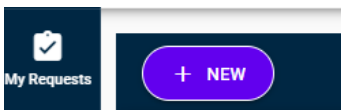


SUBMITTING A WORK ORDER REQUEST

1. Download the Asset Essential APP on your smart device
 - a. Direct link for iPhone App store: <https://apps.apple.com/us/app/asset-essentials/id1256263292>
 - b. Direct link for Android Google Play: https://play.google.com/store/apps/details?id=com.dudesolutions.assetessentials&hl=en_US
 - c. Under client ID: type in "JSU"
 - d. Login with your JSU credentials using your JSU email address and password
 - e. Follow the instructions below
2. On desktop computer use this link:
 - a. <https://assetessentials.dudesolutions.com/JSU>
 - b. Follow the instructions below

Once you've logged into Asset Essentials, your page will open directly to the "My Requests" tab. Here, you can create new requests or view previous submittals along with the status of those submittals. To create a new request, make sure you are on the 'My Requests' tab and click on 'New.'



Under **Campus Area** pull down menu select:

- Housing Facilities

Under **Location – Building** pull down menu select your building:





















- Example: North Village Residence Hall or Meehan Hall

Under **Area/Room Number** pull down menu select your room or area:

- Example: NVRH – Unit 101

Under **Work Category** Select one of the following icons:

Work Category*

 Air Conditioning	 Carpentry	 Carpet Cleaning	 Doors & Locks	 Electrical	 Fire Protection	 Flooring	 Grounds
 Heating	 Hot Water	 Housekeeping	 Lighting	 Moving	 Other: Not Listed	 Painting	 Pest Control
 Plumbing	 Pressure Washing	 Roof Leaks	 Windows & Glass				

In the **Work Requested text box**, simply type in the work order:

- Examples:
 - Light out

- Toilet stopped up / water running
- Blinds broken

UPLOAD DOCUMENT/IMAGE: If available, you may upload a document/image to support your request.

^ UPLOAD DOCUMENT/IMAGE

Documents/Images

+ Add attachment

OR

📁 Drag and Drop File Here

Once all the information has been entered, click **SUBMIT** to save and enter your request.



VIEWING YOUR REQUESTS

After submitting a work request, you will automatically be taken to your My Request summary page. This will allow you to see a summary list of all requests that you have submitted and the status of those.

ADDITIONAL RESOURCES:

- [See Video Here → How to put in a request](#)
- [Requester Help Page](#)
- [Mobile App Requests](#)

