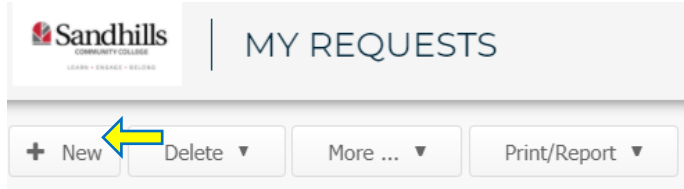


## SIGN IN TO ASSET ESSENTIALS:

- District user name (ccs\first name.last name)
- Master password

## SUBMITTING A WORK ORDER REQUEST

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.'




**SELECT LOCATION/ENTER ROOM NUMBER:** Click on the pin icon to select the specific location for your request. Using the text box, identify the specific Area/Room Number for the request.

▼ REQUEST DETAILS

Location: \*    Room or Area Number: \*  

**DEFINE YOUR REQUEST:** Click on the dropdown menu and select the appropriate work category that best fits the nature of your request. In the section below, define your request and include any relevant information that will aid the maintenance team. Be as descriptive as possible.

Work Category: \*  

Work requested: \*  

**UPLOAD DOCUMENT/IMAGE:** If there are any pictures or documents associated with the request, you are able to add them in the very last section of the request page. These can be added by clicking on the "Browse" button shown below.

## ▼ UPLOAD DOCUMENT/IMAGE

Documents/Images:

Drag & Drop file(s) here to upload	Browse
------------------------------------	--------

Once all of the information is entered, be sure to click the **SAVE** icon on the top of the page.



**VIEWING YOUR REQUESTS:** After submitting a work request, you will automatically be taken to your My Request page. You also have the option of clicking the My Requests menu icon on the side of the page. This will allow you to see a summary list of all requests that you have submitted and the status of those.

### **ADDITIONAL RESOURCES (videos):**

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