

OH NO! IT'S BROKEN!



HERE'S HOW YOU CAN FIX IT

HOW TO FILL OUT A WORK ORDER FORM

STEP 1:

- LOG IN TO PIRATENET AND CLICK MCR HOUSING.
- CLICK ON THE HOUSING FORMS TAB AND SELECT 'FORMS'.
- SELECT THE WORK ORDER FORM.



STEP 2:

- FILL OUT THE GENERAL INFORMATION, DATE, RESIDENCE HALL, & ROOM NUMBER.
- PLEASE BE AS SPECIFIC AS POSSIBLE.

STEP 3:

- SCROLL TO THE BOTTOM AND CLICK SUBMIT.
- A MEMBER OF THE FACILITIES TEAM WILL THEN SOON STOP BY TO ADDRESS THE CONCERN

SOME WORKORDERS MIGHT TAKE 48 HOURS TO BE COMPLETED

FOR EMERGENCIES SUCH AS FLOODING, PLEASE INFORM THE FRONT DESK OR CONTACT PUBLIC SAFETY AT 973-761-9300!

