Instructions for Putting in a Facilities Help Ticket

For help with a facilities issue please go to: https://tinyurl.com/uopdxfacilities

1. Login to the site.

   - Username is your Duck ID.

   - Your default password is your first name. Please change it upon initial log-in.

2. Create a help ticket by selecting Work Orders –> Create Work Order

3. Enter the location of the issue if it is something like a light being out, or your location if it's not specific to a room.

4. Enter a description of the problem

5. Choosing Update will submit the ticket.

6. You will receive a notice when your ticket is assigned to a staff member who will work on it.

7. You will receive a second notice when the work has been completed and you'll have the option to fill out a short survey.