1. Go to www.martinmethodist.edu

2. Under “Quick Links” click on Maintenance work order, or if you are on the app scroll to the bottom to “Useful Links” and click on Maintenance work order.

3. Follow the prompts and fill out the requested information.

   If you have never submitted a work order request you will have to register. Click on Register. The account number is 419868132 and create a password. The password you create will be for your log in only.

   **NOTE:** Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted.

   Once you are registered you can fill out a maintenance request form.

   Fill out ALL required fields.

4. Under Step 4 "Please describe your problem or request." Give as much information as you can about the problem or request. Also, make sure you give the date and location of the event if this is an event set-up request.

5. The password to submit a maintenance request will always be "Redhawks".

6. Remember to click on the submit button to send the work order to the appropriate person.