Entering After Hours Calls

In an emergency, the on-call technician is immediately dispatched. The request will have the assigned technician noted in the description.

Enter Work Request

1. Open Customer Request Form: https://workorder.okstate.edu/Customer/Request Login with your credentials.
   a. Your contact information will default based on your login.
   b. Location Information:
      i. REGION: OSU-STILLWATER
      ii. AREA: GROUNDS AND HARDSCAPES
      iii. BUILDING: CAMPUS WIDE GROUNDS
   c. Select Problem Code:
      i. Type in the key word AFTER and select the problem code for AFTER HOURS, EMERGENCY CALLS.
   d. In Request Description, speak or enter:
      i. Contact name, phone number and email
      ii. Building, Floor and Room – location of problem
      iii. Description of the problem
      iv. Shop person dispatched
   e. Review and Submit Request.