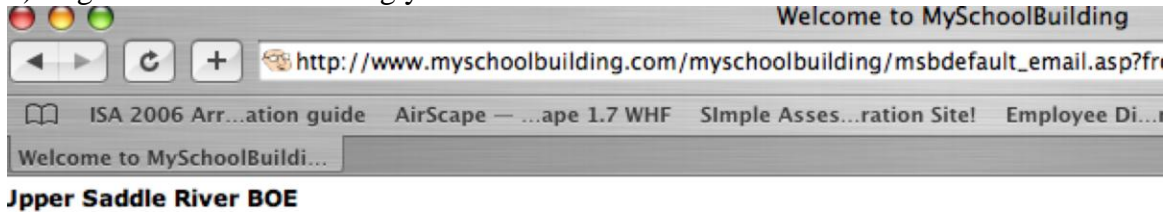


How to Submit a Maintenance Request

- 1) Go to your school's home page and open the Staff Tools menu
- 2) Select Maint. Request
- 3) Log on to the website using your email address.

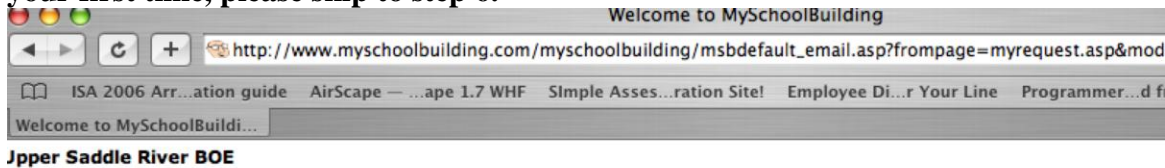


Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

- 4) If it is your first time on the system, you will be prompted to enter your last name. **If it is not your first time, please skip to step 6.**



Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

5) Fill in all required information.

Upper Saddle River BOE

Got a problem? [Email us](#)

Indicates required information.

First Name

tech

Last Name

support

Email Address

techsupport@usrschoolsk8.com

Phone Number

Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

6) Fill in the required information on this form. The required **submittal password is usr.**

Welcome

To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click here if you are not tech support

First Name

tech

Last Name

support

Email

techsupport@usrschoolsk8.com

Phone

Pager

Cellular Phone

Step 2 Location

-- Select Location --

Area

-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk: Click on the problem type below that best describes your issue.



Air Conditioning



Carpentry



Custodial



Electrical



General Maintenance



Heating



Heating/Ventilation /Air Conditioning



Lighting



Painting



Pest Control



Plumbing

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Purpose

Step 7 Submittal Password

[Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of status changes to your request.

7) Once submitted, you will be brought to a screen that shows you that your maintenance request was submitted and you will receive an email from the system.

Your request has been successfully submitted.

My Maint Requests

Request Totals

1 New Request

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: [Show All](#)

1 - 1 of total 1 listed

◀ Previous 10 Next 10 ▶

<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Action Taken	<input type="checkbox"/> Complete Date
<input type="checkbox"/> WOID	<input type="checkbox"/> Description	<input type="checkbox"/> Request Date	
<input type="checkbox"/> Area		<input type="checkbox"/> Type	
<input type="checkbox"/> Area Number			
<input type="checkbox"/> Purpose			
New Request 102 Athletic Field 1 General Maintenance	BOE Building test - ignore Time Available: 7pm	No Action Note 8/28/2009 Air Conditioning	



◀ Previous 10 Next 10 ▶