

### **How to Submit A Maintenance Request**

1. Go onto the Marywood University Homepage ([www.marywood.edu](http://www.marywood.edu))
2. Click on "Forms" (located on the grey bar on the bottom of the screen)
3. Select "Online Forms for Students" (at the top of the Online Forms page)
4. Click on "Physical Plant Work Request" (located under Building and Grounds on the top left hand side of the page)
5. Select the area of campus in which you would like to report a maintenance issue (i.e. Madonna Hall, Loughran Hall, Woodland Residences, etc.) by clicking on the appropriate area

7. After logging in to Tofino, you should see the following screen. This is where you will submit your work request.

8. Create a "Title" for your work request.

9. Select the location for the maintenance issue from the dropdown menu.

10.

