

Submit a Facilities Services

ReADY Request

August 2024

Step 1. Access the Work Request System

- Navigate to ECU's homepage, https://ecu.edu.
- Click the Search/Resources drop-down link.



• Choose Work Request.

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Step 2. Log in Using ECU SSO

• First-time users: If the Single Sign-On (SSO) process does not automatically start, click the SSO button to continue.



- Log in with your ECU email and password.
- The ReADY Request homepage opens.

Step 3. Select Your Issue

• Click the tile that best describes your issue.



- Alternative: Search for a tile by typing keywords into the **Request Templates** box. Examples include *hot, key, surplus*.
- Complete the form.
- **NEW!** Attach files to the bottom of the request such as a picture of the problem or a room layout, etc.
- **Review** your request, then **submit**.

Step 4. Track Submitted Requests

- Click **Process** in the main menu (top).
- Requests are categorized as Open, Closed and All. A request category can also be filtered and searched.

	Home Proces	s Notifications 💿 Settings -	Q Processes
Request	Filter Your Open Requests	Clear	
Awaiting Your Review	Today		Check your
Your Open Requests	Refrigeration: WRIGHT BUILDING: 1164 Kendra Petersen	07/15/2024	requests through
Your Watch List	This Month		the Frocess link.
Your Closed Requests	Thermostat issue: JOYNER EAST: 1163 Kendra Petersen	07/11/2024	
All Requests	Refrigeration: WRIGHT BUILDING:		
Space	1162 Kendra Petersen	07/11/2024	
Awaiting Your Review	Thermostat issue: JOYNER LIBRARY: 1161 Kendra Petersen	07/11/2024	
Submitted	Small equipment: CROATAN: 1160 Kendra Petersen	07/11/2024	
Your Closed Requests	Small equipment: WRIGHT BUILDING:		
All Requests	1159 Kendra Petersen	07/11/2024	