



Submit a Facilities Services ReADY Request

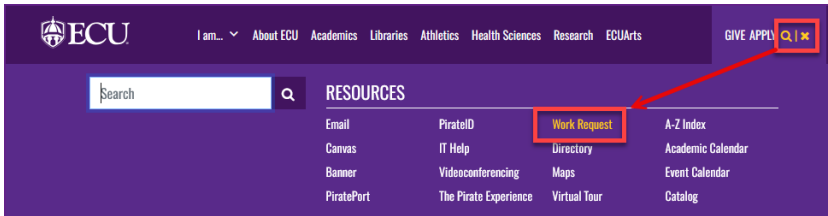
August 2024

Step 1. Access the Work Request System

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

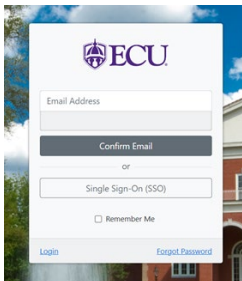


- Choose **Work Request**.



Step 2. Log in Using ECU SSO

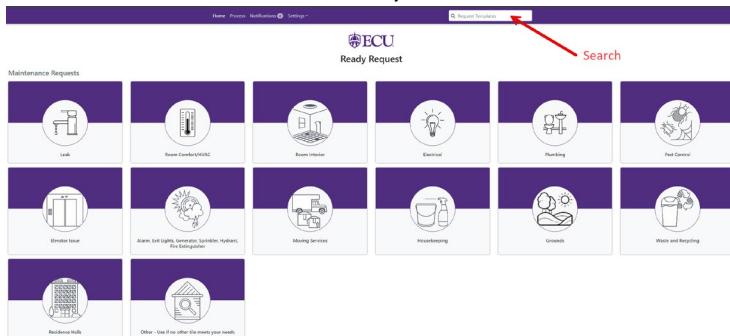
- **First-time users:** If the Single Sign-On (SSO) process does not automatically start, click the SSO button to continue.



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

Step 3. Select Your Issue

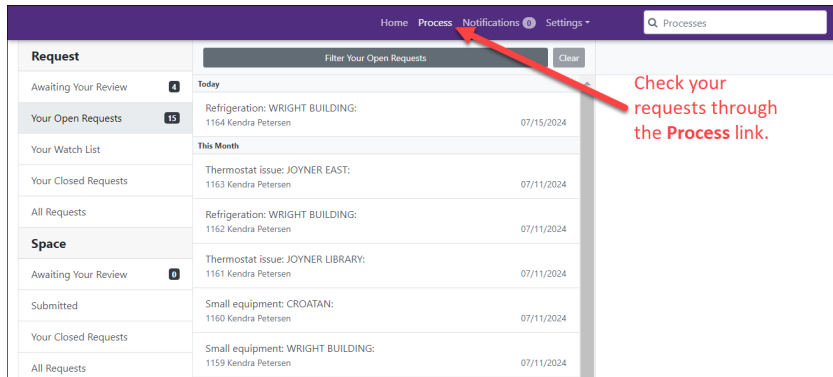
- Click the tile that best describes your issue.



- **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.



Request	Filter Your Open Requests	Clear
Awaiting Your Review 4	Today	
Your Open Requests 15	Refrigeration: WRIGHT BUILDING: 1164 Kendra Petersen	07/15/2024
Your Watch List	This Month	
Your Closed Requests	Thermostat issue: JOYNER EAST: 1163 Kendra Petersen	07/11/2024
All Requests	Refrigeration: WRIGHT BUILDING: 1162 Kendra Petersen	07/11/2024
Space		
Awaiting Your Review 0	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: 1159 Kendra Petersen	07/11/2024
All Requests		