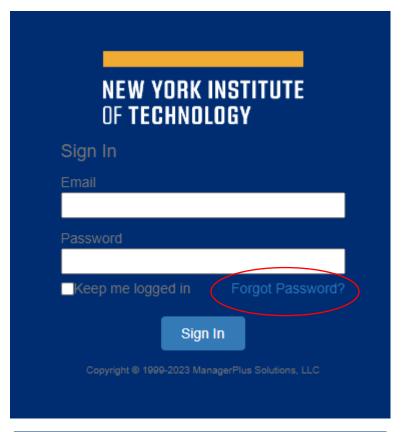
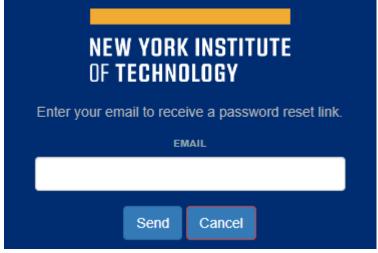
Welcome to the new Facilities Work Order system powered by Manager Plus.

To begin, click on this link (save as a favorite in your browser for future use): https://nyit.managerpluscloud.com/lt/portals/portal

**First Time Users**: Click the "Forgot Password" link, then enter your e-mail on the next screen. You will receive an e-mail prompting you to reset your password. Once you reset your password, type in your e-mail and password to login.





#### **Portal Request Form**

Enter a new Request: Click "New Request"



### **Portal Request Form**

Subject: Brief description of work request (Ex. Light out)



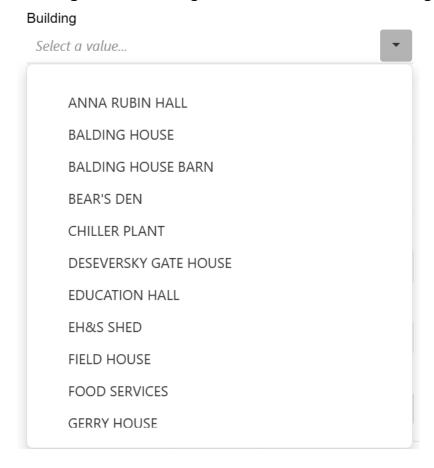
**Detailed Description**: Describe in detail the work needed to be done (Ex. Light above my desk is out)

Detailed Description
Light above my desk is out.

**Entity**: Select Long Island or New York City campus



### Building: Select Building, scroll down to see all buildings



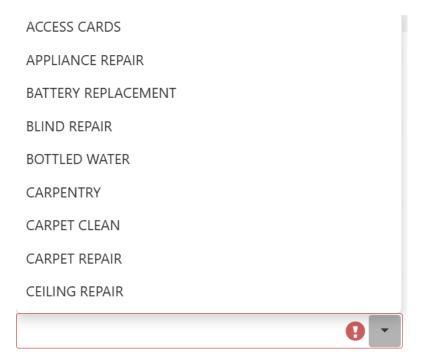
Room: Start typing room number or room name and list will appear, select room



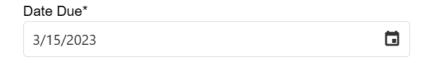
# **Priority**: Select Priority



## Category: Select category of work



# Date Due: Date you need work completed by



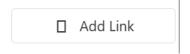
Time: Time you need work completed by



**Add attachment**: Please attach any documents (additional information, pictures, etc.) in support of your work request



Add link: Please attach any links in support of your work request



#### **Portal Notification Icons (Right hand side of Portal)**

**Wrench**: Work Request has been reviewed and a Work Order has been created and assigned to appropriate staff

▲ Triangle with Exclamation Point: A major or critical priority has been assigned to the Work Request

▲ Bell: New Work Request, not yet reviewed and assigned

Paperclip: File attached to Work Request

Speech Bubble: Note added to Work Request (click work request to view)

#### **Important Information**

**Work Requests:** Work requests submitted between 8am and 3pm on weekdays are generally reviewed and approved the same day. Work requests received after hours will be reviewed the following business day.

**Set-up request**: Please provide 72 hours advance notice when requesting a set-up for a class or event. You must have a confirmed space reservation prior to entering your facilities set-up request. Large events require a minimum 3 weeks advanced notice and a walk through with Facilities and Security.

**Facilities Emergencies**: Facilities staff can be reached through the Campus Security Office at the following numbers: Long Island: 516.686.7789 and New York City: 646.273.7789

Questions/Comments: Please e-mail FacilitiesWorkOrders@nyit.edu