

SUBMITTING A MAINTENANCE REQUEST

Please find below tips on how to successfully submit maintenance requests for all of our residential communities at NSU. We invite you to consult your community guide that you received at Move In for any questions regarding maintenance requests.

UNIVERSITY COLUMNS



Click HERE

1. Click on - "*Current residents*"
2. Select - "*Submit Maintenance Request*"
3. Follow the on screen prompts. You will utilize your log in and password for the resident portal that you used when doing your lease.
4. Then click on - "*Maintenance Requests*"
5. Click on - "*New Job*"
6. Select - "*Category Item*", and fill in description, check the box beside I understand, and click "Save".

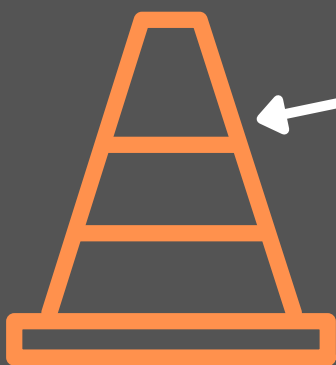
UNIVERSITY PLACE



Click HERE

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VARNADO HALL



Click HERE

1. Click on - "*Current residents*"
2. Select - "*Submit Maintenance Request*"
3. Follow the on screen prompts. You will utilize your log in and password for the resident portal that you used when doing your lease.
4. Then click on - "*Maintenance Requests*"
5. Click on - "*New Job*"
6. Select - "*Category Item*", and fill in description, check the box beside I understand, and click "Save".

For assistance with completing maintenance requests or questions about submitting requests for cable or internet issues, please contact the University housing office at your Residential Community or call the main housing line at 318-214-5400.

RA ON CALL:
University Columns - 318-663-7992
University Place 1 - 318-471-0551
University Place 2 - 318-471-0179
Varnado Hall - 318- 471-3382