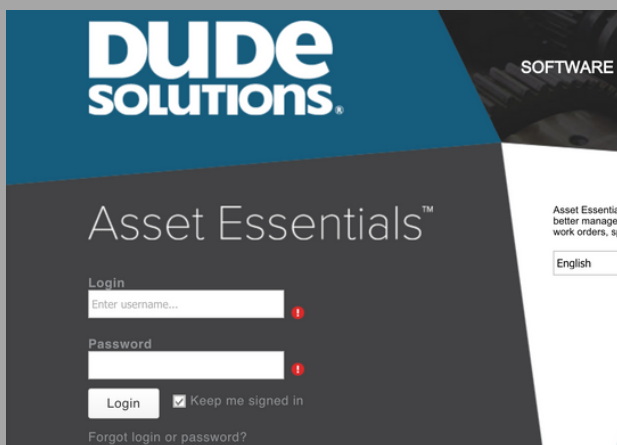


ASSET ESSENTIALS: SUBMIT A REQUEST



SIGNING IN

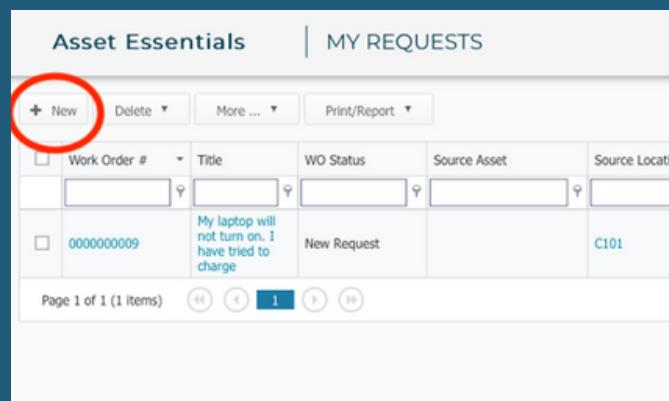
Click on the portal link at the bottom of the school website or visit the in-house page on the church website.

User name = email address

Password = Newuser1! (you will be prompted to update)

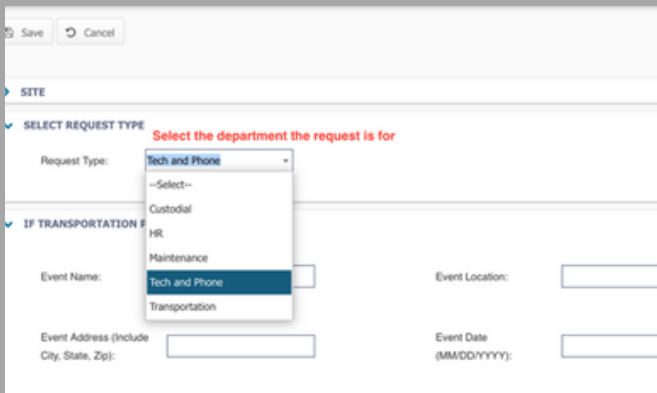
STARTING A NEW REQUEST

Once logged in, select "New" at the top/right of the page.



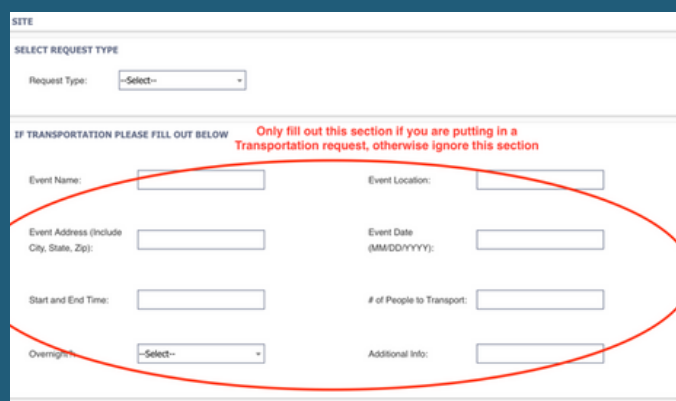
SELECTING A REQUEST TYPE

Select the type of request from the "Request Type" dropdown menu. Options include Custodial, Maintenance, Tech and Phone, and Transportation.



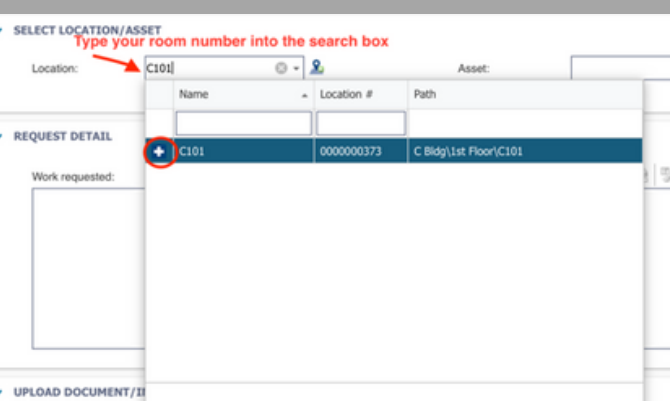
TRANSPORTATION REQUESTS

If filling out a transportation request, enter all info in the Transportation section. Otherwise, scroll past this section.



LOCATION

To enter your location, type your room number into the "Location" search bar. Then click the blue plus sign (+) to select the correct room.



REQUEST DETAILS

Enter your request in the "Request Detail" section. Use the "Upload Document/Image" section to add any associated files.

Click "Save" at top/left to submit your request.

