

# CREATE A MAINTENANCE REQUEST IN 5 EASY STEPS

1



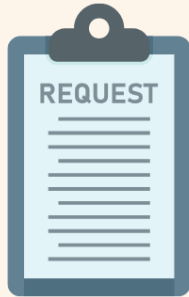
Scan the QR Code

2



Create an account using your allencc.edu email address

3



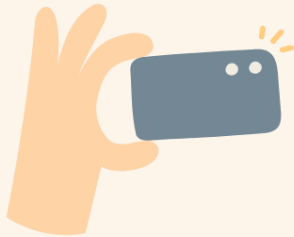
Log into your account and select New Service Request on the home page

4



Enter the required information about the problem

5



Attach any photos in the upper right corner and submit

## WANT TO KNOW THE STATUS?

Go to Check Status on the home page to get information on the progress of your request

For more information, stop by the Student Life office