Submitting A Work Request

Reminder: This site is not intended for emergencies. Building emergencies should be reported immediately by calling the Physical Plant at x2200.

1. Navigate to the TMA iServiceDesk by using one of the links on the Physical Plant website or by using the following URL: https://tma.uwstout.edu:83
   a. If you are a student or housing staff member, please use the following URL: https://tma.uwstout.edu:83/sls-request_form_single.html

2. If you are having trouble accessing the link, try allowing pop ups for this site.

3. You will be required to log in (unless on the housing page). If you have been assigned your own username and password, log in using those credentials. If you are reporting general maintenance/custodial issues, you may log in using the following:
   
   Username: stoutgen
   Password: 1891

4. Once logged in, click on “Submit a Request” on the left menu.

5. The request box will appear. Fill in the fields with your request information. Be sure to include the account number to charge if this is a chargeable work request. If this is a general building maintenance issue, leave the Account # box blank. Tag Type is used for equipment and vehicles only; leave blank otherwise.

6. After clicking submit, you will receive an email confirmation of submission of your request. After your request is processed, you will receive a second email containing your work order number. Any questions should be directed to 715-232-2200.