Submitting A Work Request

1. Navigate to the TMA iServiceDesk by using one of the links on the Physical Plant website or by typing the following URL in your website’s browser: http://tma.uwstout.edu:83

2. You will be required to log in. If you have been assigned your own user name and password, log in using those credentials. If you are reporting general maintenance/custodial problems, you may log in using the following user name and password:

![Authentication Required](image1)

3. The following screen will appear. Click the small arrow at the bottom.

![TMA Systems](image2)
4. On the main screen, click on “Submit a Request.”

5. Choose the appropriate building and click the arrow.
6. Fill in the request form and click submit.

![Request Form for 0018]

7. The next screen will show your request number. The Physical Plant Administration will then process your request and turn it into a work order.

8. If you have problems or questions, please contact the Physical Plant at 715-232-2200.