

Save Cancel

Work Order Submission Guide

WAKE FOREST UNIVERSITY WORK ORDER REQUEST

To submit your service request complete the following form.

If you need to submit a request that requires a **budget code** fill out the Budget Code field with Workday FDM values.

To Submit a **Key Request** for Faculty and Staff please go [here](#).


To Submit a **Key Request** for Students please go [here](#).

1

Go to **workorders.wfu.edu** or
find the workorder icon in your Gmail
dropdown. Use your WFU login to get started.

SELECT SITE/AREA OF CAMPUS

Please choose the area of campus for the work you are requesting.

Site: * 

2

SELECT BUILDING & ROOM

If you cannot find your location please add it to the Request detail.

Location: 

Select the exact **building and room #** where
you found the problem.
Can't find it? Enter it into **details** later.

PHONE NUMBER

Please enter the best contact number to reach you at.


Phone #:

3

Enter your **phone number** for quick contact if
we need more information from you.

REQUEST DETAIL

Please be as detailed as possible. If you did not select a location please enter a description of it here.

Work requested: * B / U 

4

Enter all of the **details** of the problem here,
including the location if previously unspecified.

BUDGET CODE

UPLOAD DOCUMENT/IMAGE

Documents/Images:

Drag & Drop file(s) here to upload

5

Have a **photo or video** of the problem?
Attach it here. Anything helps.

6

Click **save** in the top left hand corner,
and you're done!