

To submit a simple service request, go to the URL link provided below

[Spring Hill College Service Request](#)

Remember that all fields marked in red are required to complete the request.

- Enter your name in the **Requestor Name** field.
- Enter your phone number and/or extension in the **Phone #** field.
- Enter an email address in the **Requestor E-mail** field.
- If you do not have an email address, uncheck the box that says “Notify Me”. (A valid email address must be inserted if you wish to receive a reply.)



- Using the dropdown feature, select the Building in the **Building Name** field.
- **NOT** required, but In the **Room #** field, select the area number (or space number) – otherwise leave it blank and write the room # into the Service request field below
- Enter specific comments in the **Service Requested** field describing the problem and necessary fixes. Please be as specific as possible as to how the request pertains to you. The more information you can give the Facilities Management Team, the better they can provide the services needed.
- Click **Submit**.

When WebTMA receives your request, a confirmation window will open to let you know the request was submitted. Take note of the Request Number for future reference.

To submit another request, you can simply click **OK** and change the respective information. This will create an entirely separate work order request.

If you are finished, please click **OK** and close the window.