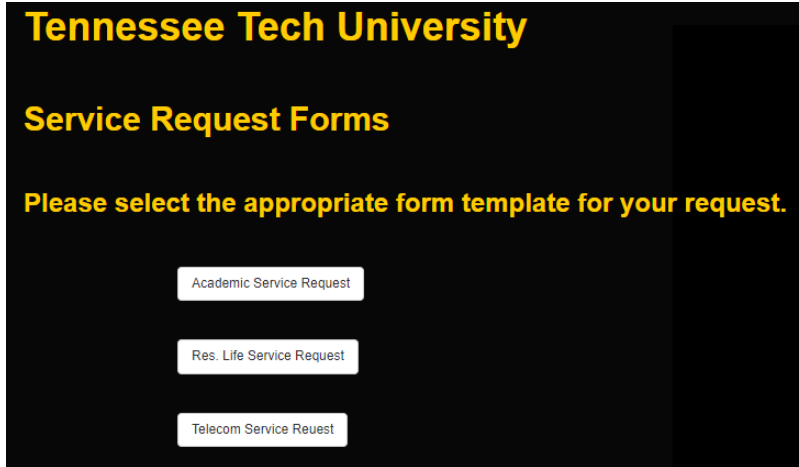


The upgrade has been complete and service requests can now be submitted.

Here is a quick reference regarding changes you may notice.

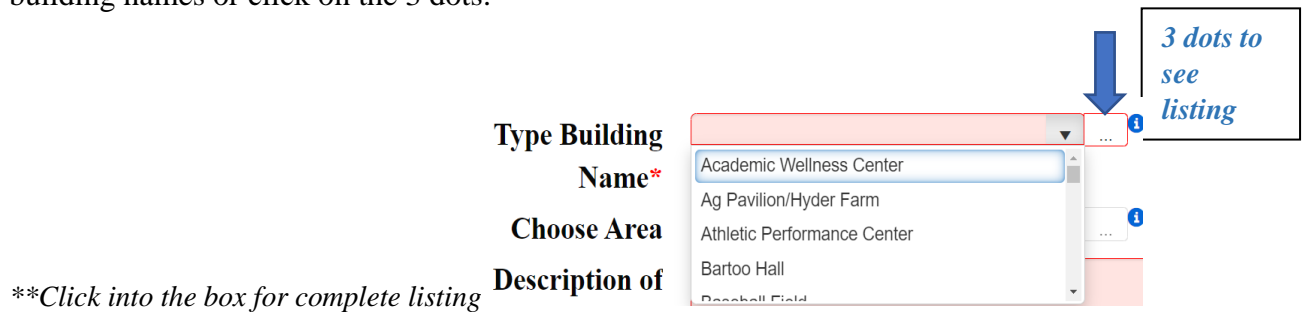
**Service Request Home Page**- this landing page is where all service requests will be submitted. Although each request form looks the same and accesses the same building information, these are processed out on our end so less information is needed from the requester when submitting. We have streamlined the process as much as possible.

Please note, service requests can be submitted via a mobile device \*must be on Eagle Net to access

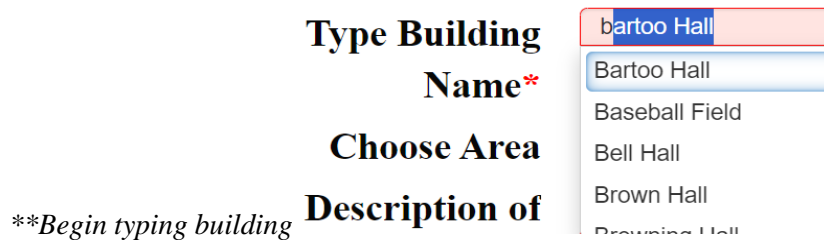


**Service Request Form**- the form is the same for the requester no matter which form is used. However, it flows through to the right team within the system.

**Building:** Begin typing your building name and a populated list will show with options. Please note, the room number or 'area' will not be an option until you choose your building. This will show all academic and housing buildings on campus. You can just click in the box and see all the building names or click on the 3 dots.



\*\*Click into the box for complete listing



\*\*Begin typing building

## FOR TECH VILLAGE

Begin typing “Tech Village” into your search bar and options begin to populate. Feel free to include your unit number in your request description if you are unsure if East or West.

<b>Type Building</b>	Tech Community Center West
<b>Name*</b>	Tech Community Center West
<b>Choose Area</b>	Tech Village East
<b>Description of</b>	Tech Village East H
	Tech Village East J

**Area:** The area works the same; begin typing room number, click into the search bar to see complete list or click on 3 dots.

## FOR TECH VILLAGE

This will be your unit number with the letter designation and the digit, example: H3

**Feel free to reach out to [facilities@tntech.edu](mailto:facilities@tntech.edu)  
or at extension 3227 for any issues.**