If your WebTMA window is blank or will not open, you must allow pop ups for this website.

- You need your Bowdoin UserID and password to enter a request.

- Required fields are in **RED**

- Your **Name**, **Phone number**, and **email** are pre-filled. You may change these fields if you would like.

If you have any questions, please call 725 - 3333
Notes

- You can copy other people on the Service Request as well. Separate individual email addresses with a semi-colon (;) and a space before the next email address is added.

- As a default, you will receive an email when the request is received, turned into a work order, and then when the work order is completed.

- If you wish NOT to receive an email, uncheck the Notify Me box.

If you have any questions, please call 725 - 3333
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Notes

- We have two types of requests: Green or Standard.
- Standard service requests are for routine services, maintenance, and repairs.
- Green Service request should be related to sustainability (room too hot, door open, lights on, etc.) or request an energy efficient bulb for your desk lamp.
If you have any questions, please call 725 - 3333

- Enter in the Building Name
- If you enter in a floor code, then your list of rooms will narrow down.
- The Area is the room number. Most rooms have a number, but are also named where appropriate.
Notes

- You can start typing the building name, or click on the drop down arrow.

- If you have a name in the field, you need to clear it out to see the entire list again!
If you want to print a copy of the Service Request, click File before saving.

To attach a photo, click on Linked Documents, click Add Document, and save specifying type.

TO SUBMIT THE REQUEST, CLICK ON THE SAVE BUTTON!