## To Submit a Marymount ID Request

- 1. Go to <u>https://my.marymount.edu/home</u> and sign in using your Marymount Credentials. These credentials are the same as your Marymount email or Canvas credentials.
- 2. Once logged in, click on the Sign On Links drop down menu (outlined in red below)

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3. Click on "Maintenance Requests" (outlined in red below), to be taken to the Requests page.

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4. For Step 1: Your name and email address should be automatically populated for you. You may need to fill out the section indicated with an appropriate phone number. For Step 2: "Location", select "Main Campus" and for "Area" type "ID ACCESS". (Outlined below in red) For Step 3: "Problem Type", please select "Security".

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Work	Request				
	Welcome To submit your request co	mplete the following form. T	he submittal password	t is ( password )	
Step 1	Please be yourself, cl First Name	ic <mark>k here</mark> if you are not J Last Name Gailhac	ean Gailhac	Email	
	Phone 🗹	Pager		Mobile Phone	
				jean.gailhac@marymount.edu	
Step 2	Main Campus	×			
	Area Select Area	a entries for my next new re	nuest entry	Area/Room Number	
Step 3	Select Problem Type:		quest entry.		
	Kaintenance Hel	<b>p Desk:</b> Click on the proble	m type below that bes	st describes your issue.	
	Air Conditioning	Alarm	Appliance	Repair 🗼 Asphalt	
	Athletic Fields	Bleachers	Boiler	Building Permits	
	Cabinetry		Carpentry	Carpet Cleaning	
	🍌 Carpet Repair	Gatering	Ceiling Tile	e 🚗 Ceilings	
	Ceramic Tile	R Chemical Treatment	Chillers	Cleaning	
	Clerical	Clocks/Bells	Communic	ations 📣 Concrete	



- 5. For Step 4: Problem, type out your ID number and enter one of the following:
  - a. New ID
  - b. Replacement ID
  - c. Cannot get into Building \_\_\_ (please specify the building(s))
  - d. Cannot get into Garage or Parking Lot
  - e. Cannot get into Room \_\_\_\_\_ (please specify the room)

	See Water Leaks do Water Quality Melding Wiring - Low Voltage
	Wood Shop
Step 4	Please describe your problem or request.  D Number New ID//Replacement ID//Cannot get into Building//Cannot get Into Garage or Parking Lot//Cannot get into Room
Step 5	Time Available for Maintenance
Step 6	Attachment Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)
Step 7	Submit NOTE: You will receive the following notifications. You will be notified receipt of your request. You will be notified if this request is completed. You will be notified when this request has been closed.
	<ul><li>Required Information</li><li>Tips</li></ul>

- 6. For a new ID or replacement ID, you may attach a photo of your choice in the attachments section. Please ensure that your photo is a png or jpg. If your photo is not suitable, you will receive an email request from our office requesting a new submission.
- 7. Hit submit. You should receive an email from our office advising you of the status of your request.

If you have any issues with this process, please let us know at idaccess@marymount.edu