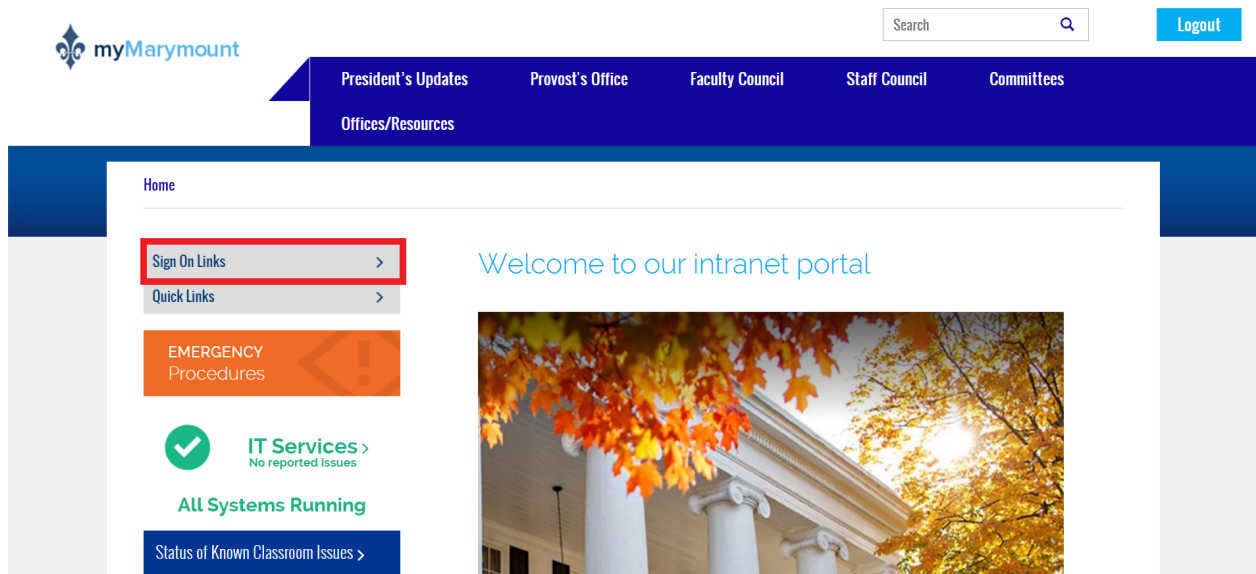
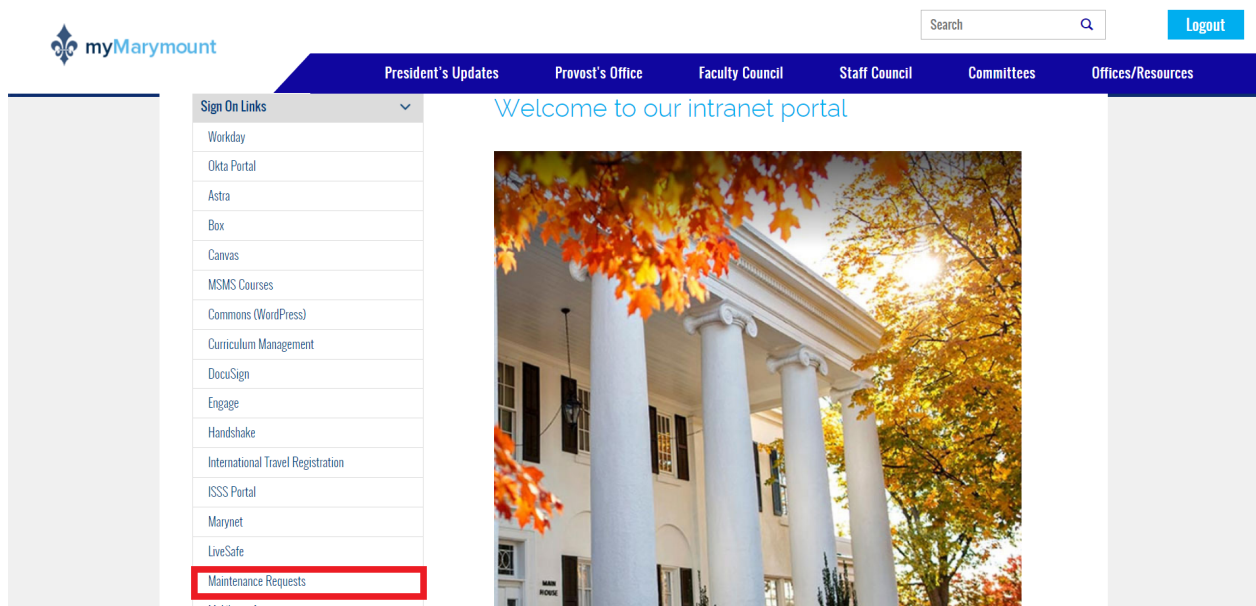


# To Submit a Marymount ID Request

1. Go to <https://my.marymount.edu/home> 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)



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



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**”.

Legend ▾

---

**Work Request**

---

Welcome  
To submit your request complete the following form. The submittal password is... ( password )

---

**Step 1** Please be yourself, click [here](#) if you are not Jean Gailhac

<b>First Name</b> Jean	<b>Last Name</b> Gailhac	<b>Email</b> jean.gailhac@marymount.edu
<b>Phone</b> <input checked="" type="checkbox"/> 	<b>Pager</b> 	<b>Mobile Phone</b> 


**Step 2** **Location**   
Main Campus

























**Area**  
-- Select Area --

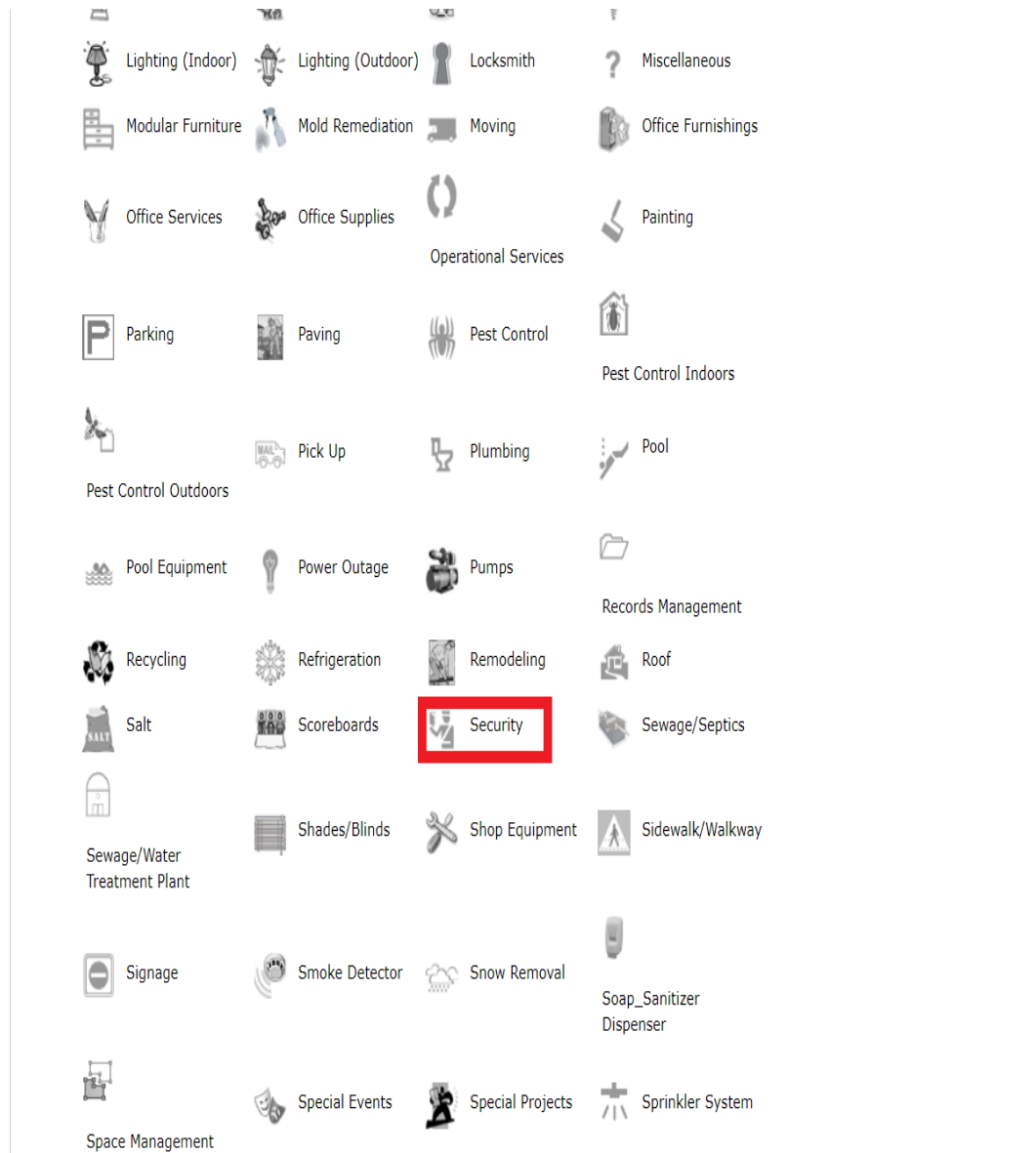
**Area/Room Number**   
ID ACCESS

Yes, remember my area entries for my next new request entry.


**Step 3** **Select Problem Type:**


 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.


 Air Conditioning	 Alarm	 Appliance Repair	 Asphalt
 Athletic Fields	 Bleachers	 Boiler	 Building Permits
 Cabinetry	 Cafeteria	 Carpentry	 Carpet Cleaning
 Carpet Repair	 Catering	 Ceiling Tile	 Ceilings
 Ceramic Tile	 Chemical Treatment	 Chillers	 Cleaning
 Clerical	 Clocks/Bells	 Communications	 Concrete





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

 Water Leaks

 Water Quality

 Welding

 Wiring - Low Voltage

 Wood Shop

---

**Step 4 Please describe your problem or request.**

ID 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.

---

Legend

---

Required Information  
 Tips

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](mailto:idaccess@marymount.edu)