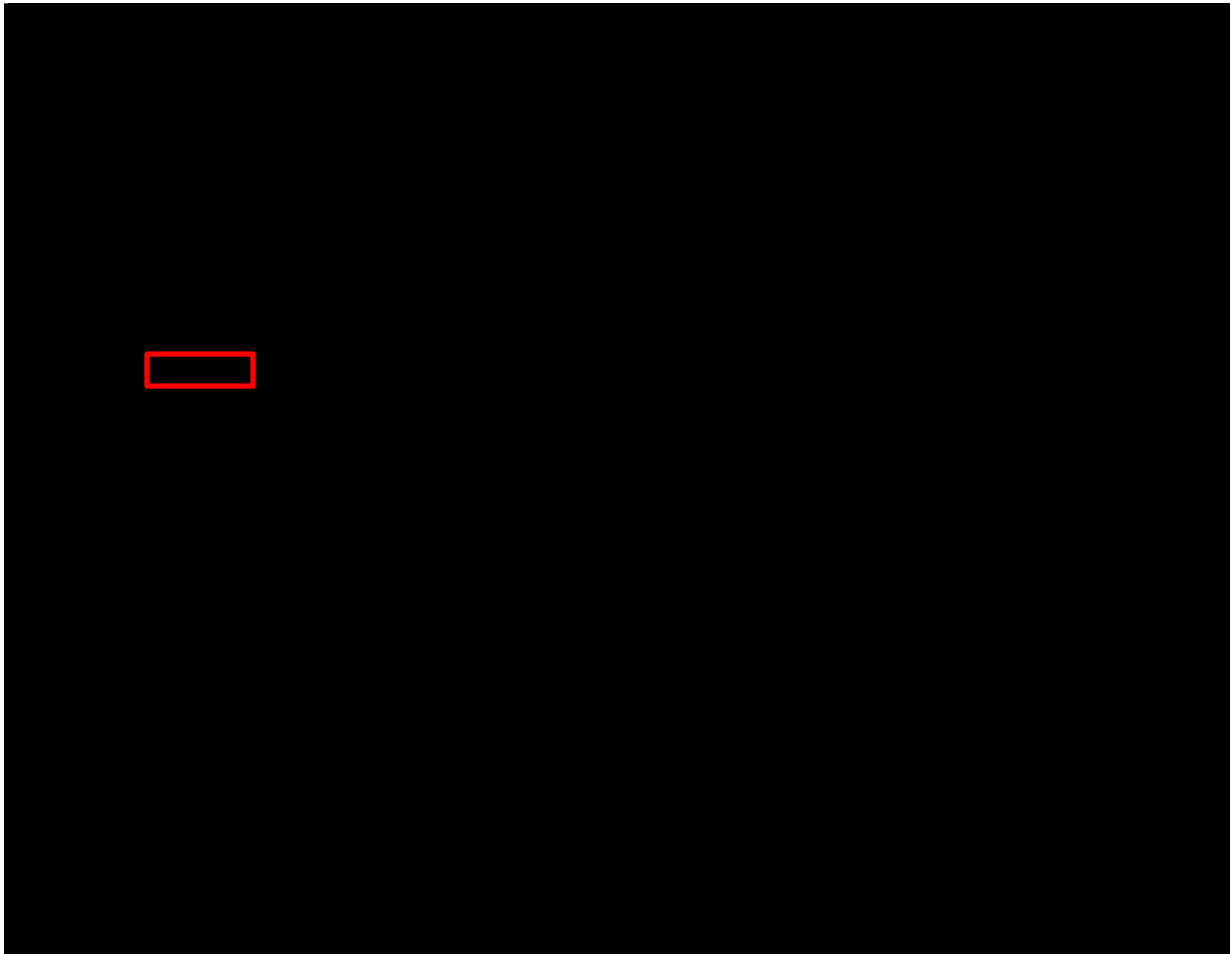




How to Create an EWORF Account

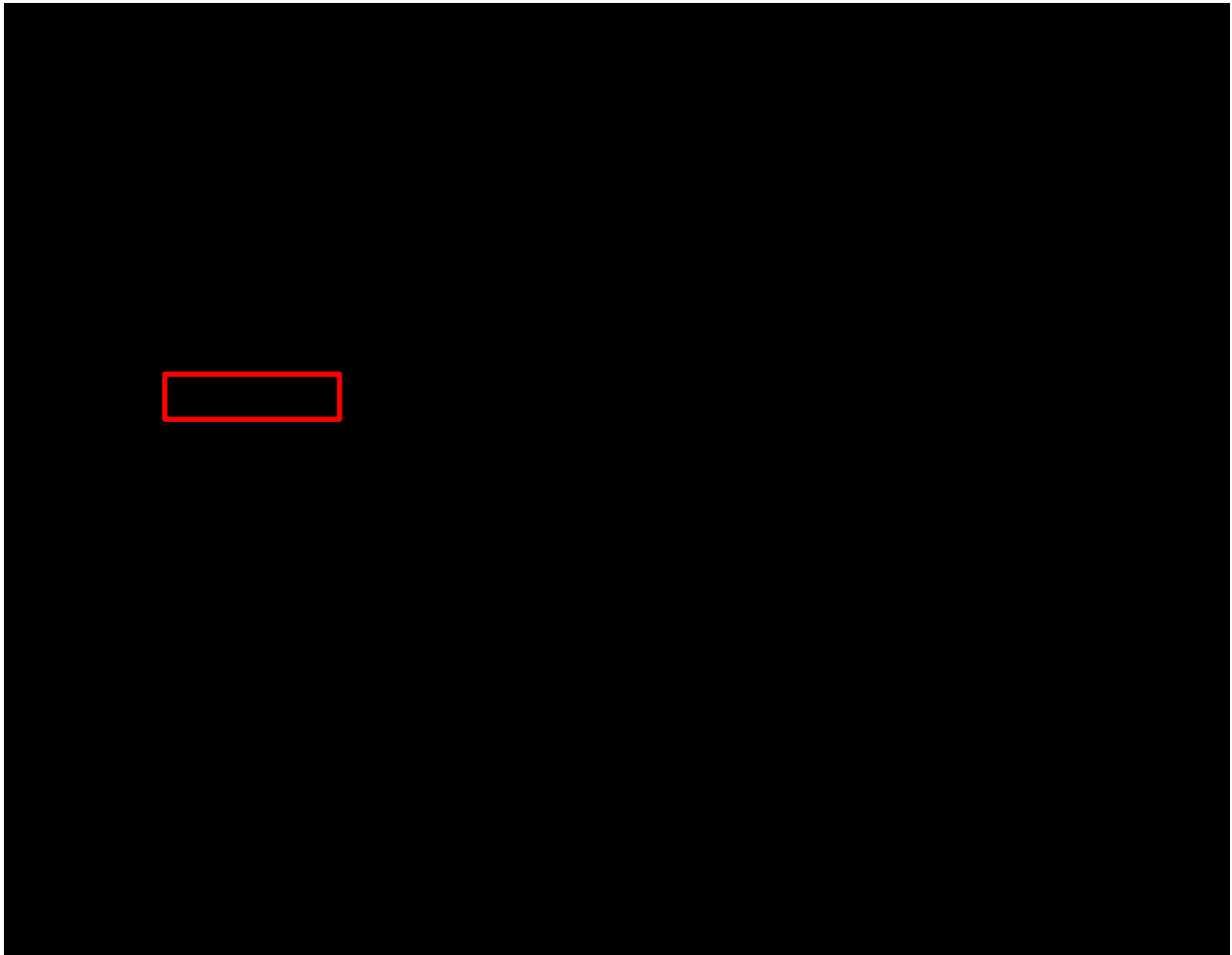
Go to the Facilities Services website: www.uaf.edu/fs

Click on Requests in the left column



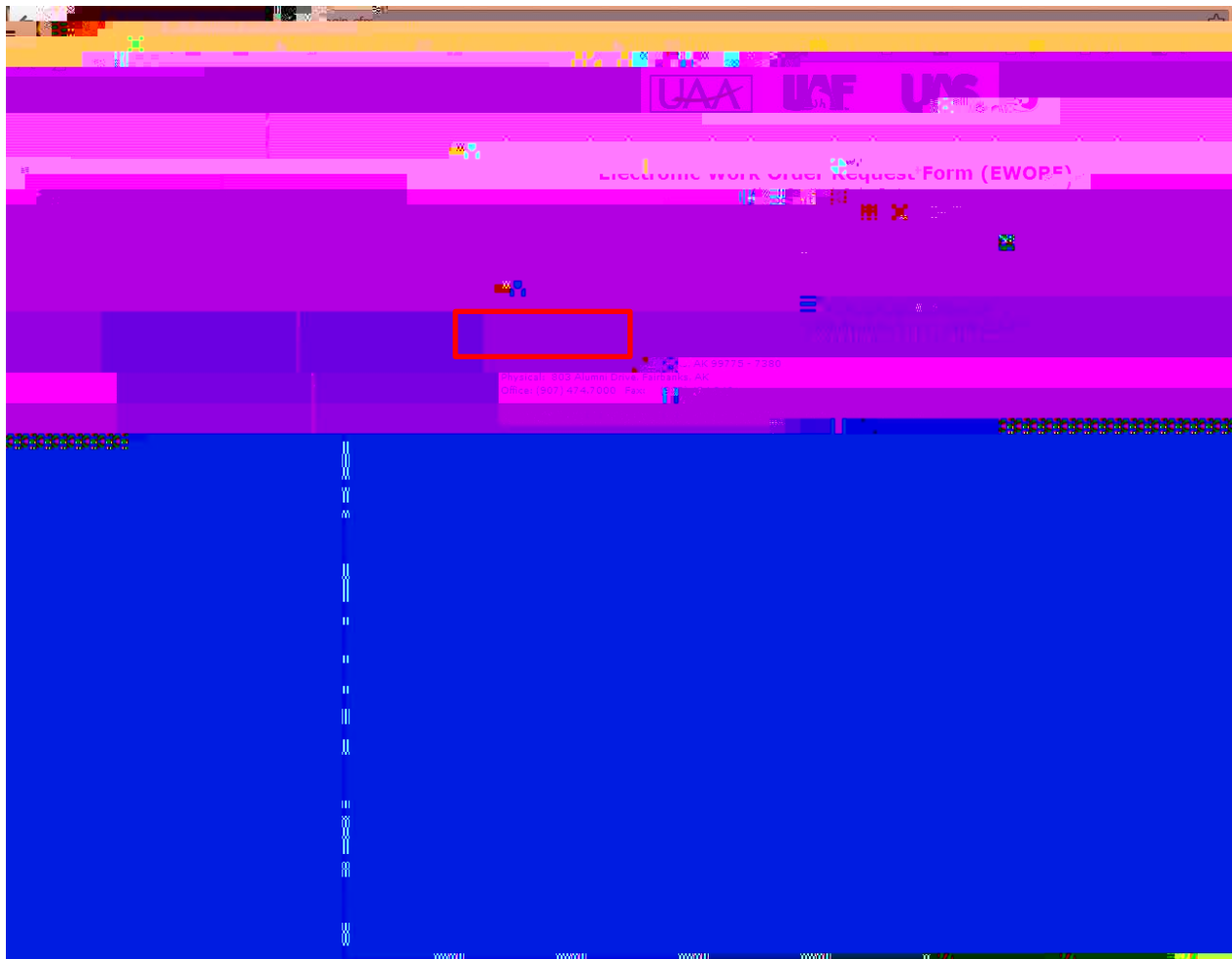


Once Expanded click on Electronic Work Order Request Form (EWORF) in the left column





If you have a user ID, enter it and your password and click Login
If you need to create an account, click on Create Account

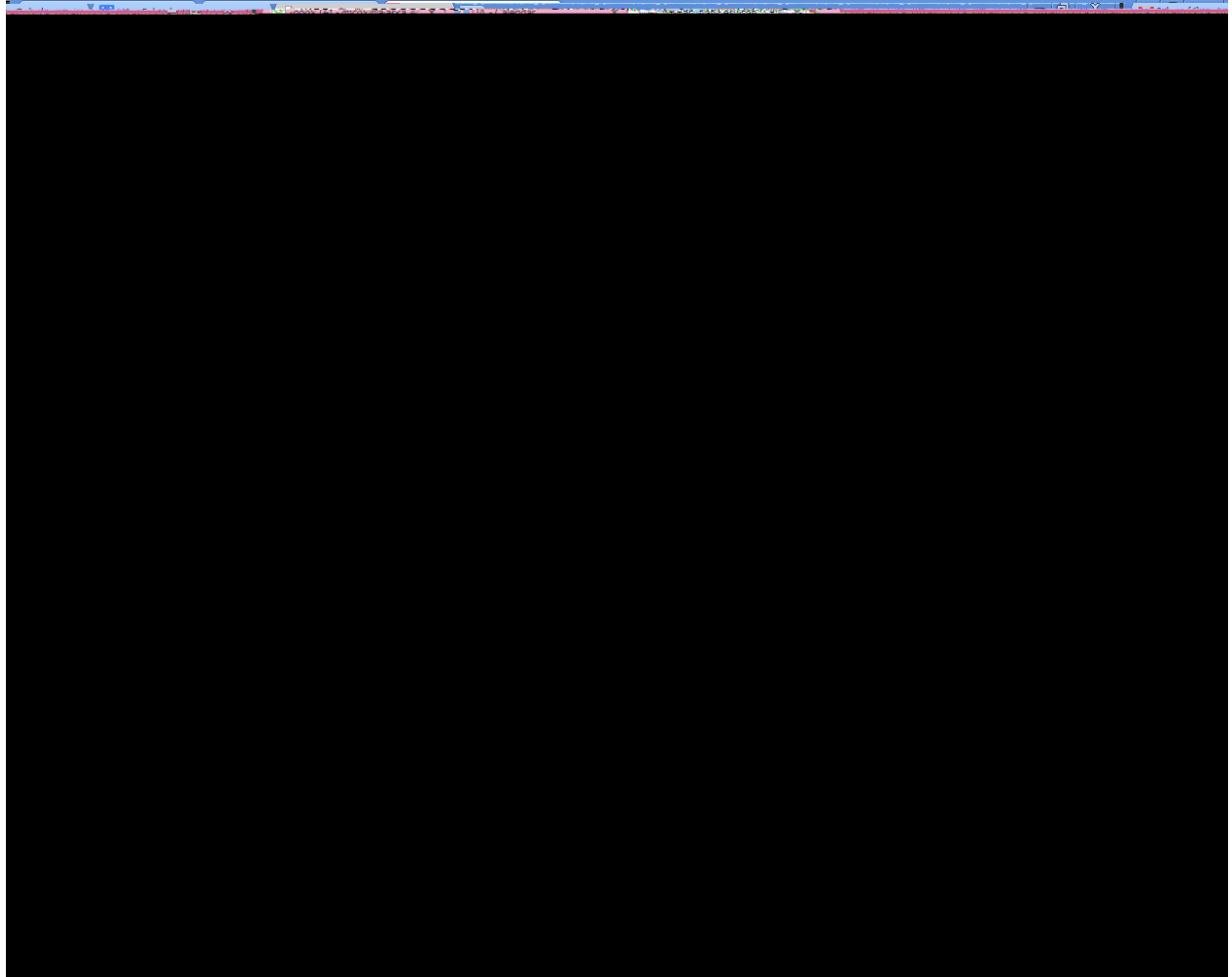






Fill out all the required information

Remember your User ID and Password and you will use this to enter EWORFs in the future





Select the building you work in from the drop down. The buildings are listed in alphabetical by building name

Click on Register Me!

