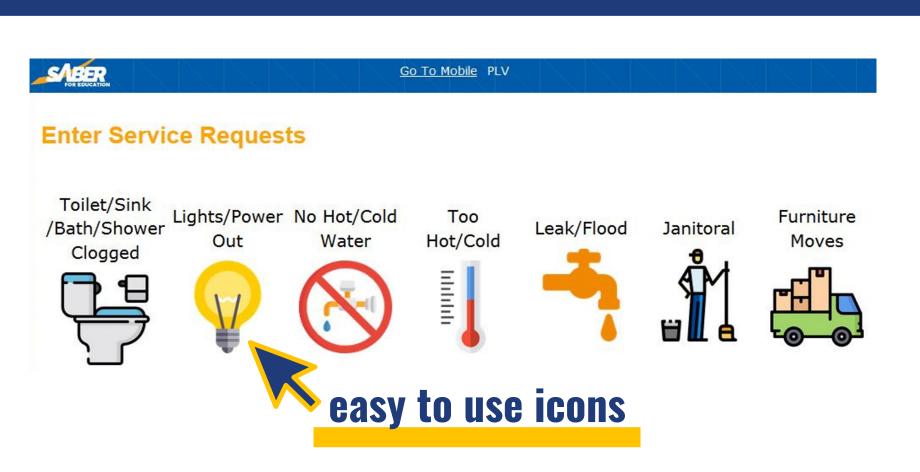# FACILITIES REQUESTS

To submit a work order, please follow the instructions below:

- Log on to the system: **facilitiesrequest.pace.edu** using your Pace credentials. The system can also be accessed through an icon on the MyPace mobile app.
- Select icon based on the facilities issue you are experiencing.
- Fill in the designated fields.
- Select "Create" and your work order will be sent to the facilities department to address.

IMPORTANT: YOU MUST BE LOGGED ON TO THE PACE WI-FI IN ORDER TO ACCESS SABER

easy to use icons

Just a few quick fields to fill out!

Have an image to add? Click "attach" to easily upload it.