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
On the next screen, click on the down arrow to select your MAU (campus)

Then click Register
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!
You have now successfully created and account for entering an EWORF
Click the link to enter an EWORF (in the future, you will not have to create a new account, you simply enter your User ID and Password at the main screen)