



How to Create an EWORF Account

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

Click on Requests in the left column

A screenshot of the UAF Facilities Services website. The browser address bar shows "www.uaf.edu/fs/". The website has a blue header with the UAF logo and "Facilities Services" text. Below the header is a navigation bar with links like "UAF Administrative Services", "UAF", "UA", and "UAF Directory". The main content area has a large banner image of a building. On the left, there is a sidebar with a list of links: "Requests" (highlighted with a red box), "Services", "Outages, Closures & Schedules", "Customer Service Center", "Building Coordinators", "Divisions & Shops", "Forms, Standards & Plans", "Sustainability", "Contact Us", "FS Internal", "North Campus", and "UAF 2010 Campus Master Plan". The main content area is titled "What we do" and contains a paragraph about the department's responsibilities. Below this is a section titled "Facilities Matters" with links to "UAF Engineering Facility Update" and "Life Sciences Construction Update". To the right of this is a red banner that says "Outage Scheduled" and a section titled "Comments or Suggestions? Tell us how we're doing! Feedback Form". Below that is a "Quick Links" section with a list of links including "2013 Construction Projects", "Building Info List", "Building Plans", "Campus Map", "Current Construction Projects", "Customer Service Center", "Department Emergency Action Plan", "FAQ's", "Key Requests", "Outages & Closure Info", "Parking Lot Maintenance and Snow Removal", "Parking Lot Outlets Map", "Parking Services", "Patty Ice Arena Schedule", "Request for Proposals (RFP) List", "Shuttle Bus Holiday Closure", "Shuttle Bus Route Map Fall/Spring", "Shuttle Bus Service", "Shuttle Tracker", "Staff Directory", "Transportation Services", "Utilities Steam and Power data", "Work Order Lookup", and "Work Request (EWORF)".



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

This is a screenshot of the UAF Facilities Services website. The browser address bar shows 'www.uaf.edu/fs/requests/'. The page has a blue header with the UAF logo and 'Facilities Services' text. Below the header is a navigation bar with links like 'UAF Administrative Services', 'UAF', 'UA', and 'UAF Directory'. The main content area is titled 'Facilities Services' with the phone number '907.474.7000'. On the left, there is a sidebar menu with a red box highlighting 'Electronic Work Order Request Form (EWORF)'. The main content area is divided into three columns: 'Requests', 'Facility Modification Requests', and 'Vehicle Rentals'. The 'Requests' column contains a link to the 'Electronic Work Order Request Form (EWORF)' and some text about online requests. The 'Facility Modification Requests' column contains a link to 'FAQ's'. The 'Vehicle Rentals' column contains a link to 'Online Request System' and a list of rental options. At the bottom of the page, there is a footer with the text 'Edward Robinson - 16 August 2012, Thursday 09:01'.



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

A screenshot of a web browser displaying the UAF Electronic Work Order Request Form (EWORF) login page. The browser's address bar shows 'facilities.alaska.edu/ua/eworf/login.cfm'. The page has a blue header with logos for UAA, UAF, and UAS. Below the header, the title 'Electronic Work Order Request Form (EWORF)' is displayed, followed by a link 'About Our Work Order System'. The main section is titled 'Submit an EWORF' and contains input fields for 'User ID:' and 'Password:', a 'Login' button, and links for 'Forgot Username / Password?', 'Create New Account', and 'Update Account'. The 'Create New Account' link is highlighted with a red rectangle. At the bottom, there is contact information for the University of Alaska Fairbanks Facilities Services, including mailing and physical addresses, phone and fax numbers, and a copyright notice for 2004.



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

Then click Register

A screenshot of a web browser displaying the UAF EWORF login page. The browser's address bar shows 'facilities.alaska.edu/ua/eworf/login2.cfm'. The page has a blue header with logos for UAA, UAF, and UAS. Below the header, the main content area is white and contains the text 'Create an EWORF Account' and 'Create a new EWORF User ID & Password'. A red rectangular box highlights the 'Select your Main Campus:' dropdown menu, which is currently set to 'UAF'. The dropdown menu shows a list of options: SPS, UAA, UAF, and UAS. Below the dropdown menu is a 'Register!' button. At the bottom of the page, there is contact information for the University of Alaska Fairbanks Facilities Services, including mailing, physical, and office addresses, and a copyright notice for 2004.



Fill out all the required information

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

A screenshot of a web browser displaying the "Electronic Work Order Request Form Registration (EWORF)" page. The browser's address bar shows the URL "facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/register.cfm". The page has a blue header with the UAA, UAF, and UAS logos. Below the logos, the title "Electronic Work Order Request Form Registration (EWORF)" is displayed. The form itself is white and contains several required fields marked with a red asterisk. These fields include: "Your Full Name:", "Your User ID:" (with a note: "(May we suggest your FIRST INITIAL and LAST NAME with no space)"), "Your Password:" (with a note: "(This is your password for the EWORF system only.)"), "Phone Number:" (with a note: "(nnn-nnnn)"), "Fax Number:" (with a note: "(nnn-nnnn)"), "Email Address For Confirmations:" (with a note: "(Use your FULL email address!)"), "Department Name:", "P.O. Box: (UAA optional)", and "Building:". The "Building:" field is a dropdown menu with the following options: "BB101 ADMIN/CLASSROOM BUILDING", "CC101 ADMIN/CLASSROOM BUILDING", "FS652 ADMINISTRATIVE SERVICES BUILDING", "AF104 AFES BARN", and "MV112 AFES BLUE SEED BUILDING". Below the dropdown menu, there is a note: "(If the building you want is not in this list, please select 'OTHER NOT IN LIST')". At the bottom of the form, there are two buttons: "Register Me!" and "Reset".



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

Click on Register Me!

A screenshot of a web browser displaying the "Electronic Work Order Request Form Registration (EWORF)" page. The page has a blue header with logos for UAA, UAF, and UAS. Below the header, the title "Electronic Work Order Request Form Registration (EWORF)" is centered. A light blue box contains the instruction: "Please enter your contact information below. Some of this information will be included with each EWORF that you submit." The form includes several required fields, each marked with a red asterisk: "Your Full Name:" (John Doe), "Your User ID:" (jdoe), "Your Password:" (password1), "Phone Number:" (5551234), "Fax Number:" (5551235), "Email Address For Confirmations:" (jdoe@alaksa.edu), "Department Name:" (Facilities Services), "P.O. Box: (UAA optional)", and "Building:". The "Building:" dropdown menu is open, showing a list of buildings: FS811 PETROLEUM LABS (ATCO UNIT), KU102 PHASE 1 BUILDING, FS803 PHYSICAL PLANT (highlighted), FS408 PHYSICAL PLANT GREENHOUSE FACILITY, and PF147 POKER FLAT MISC. Below the dropdown, a note says: "(If the building you want is not in this list, please select 'OTHER NOT IN LIST')". At the bottom of the form, there are two buttons: "Register Me!" (highlighted with a red box) and "Reset". The browser's address bar shows the URL: facilities.alaska.edu/ua/eworf/Internal/Secure/WorkOrder/register.cfm. The browser's tabs and bookmarks are visible at the top.



You have now successfully created an 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)

