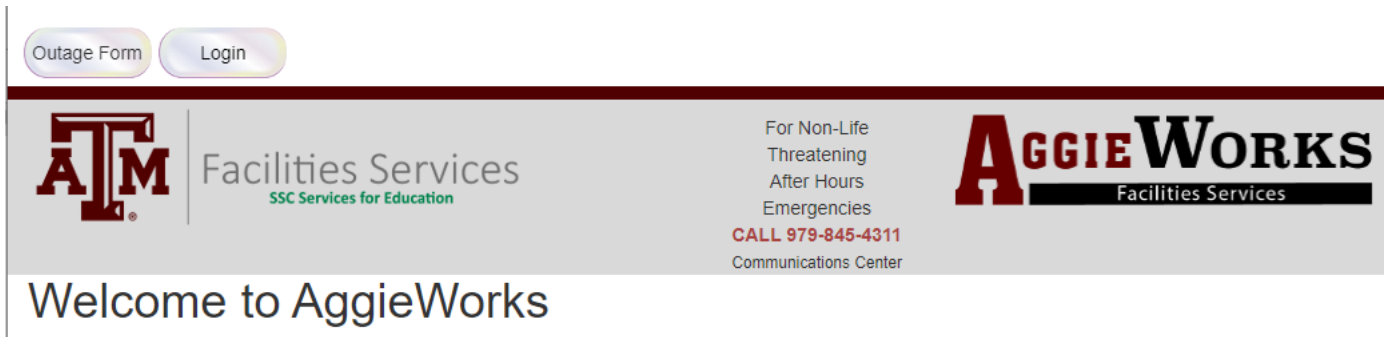# Customer Request Submittal on AggieWorks

2021
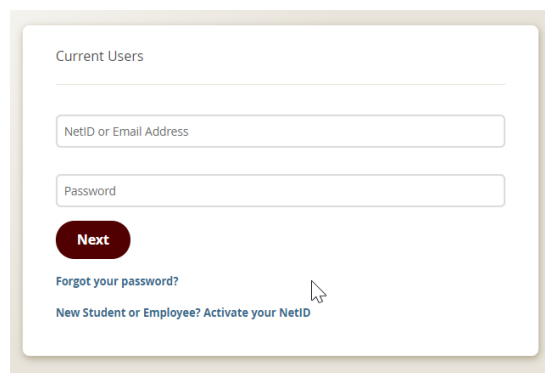
Customer Request Submission

Customer Request is entered on the AggieWorks website. http://aggieworks.tamu.edu

- Click Login

- Enter NetID and Password (this is a TAMU account)
- Click Login

- Click Begin Request

Work Request

ENTER WORK REQUEST DETAILS

The Contact Information on file for you is: **Anna Barwick, Phone: 9794580577, Email: anna.barwick@sscserv.com**. If this is incorrect, please update your Profile before entering this request.

Will this request require after hours work? Please select ⌄ **1**

Contact Person [ ] **Phone Number** [ ] **Email** [ ] **2**

Request Type? Select a request type ⌄ **3**

Is the request located: ○ Inside of bldg ○ Outside of bldg **4**

Building: Lookup Bldg Aggie Map **5**

Please use the 'Lookup Bldg' button above.

Room Number: Lookup Room **6**

After selecting a building, use the 'Lookup room' button above.

Department Affiliation: STUDENT Lookup Dept **7**

If you have a scheduled event please enter it here: mm/dd/yyyy **8**

Do you have an internal reference number? [ ] **9**

Financial Information

If unsure, leave blank, and you will be contacted if an account is required.

Department FAMIS Account: 12-123456-12345 **10**

Additional Financial Information:

Info such as AP contact, non-FAMIS accounts, account splits, etc.

Brief Description of Problem:

Please briefly describe your request.

Image Upload:

If desired, you may upload images associated with the request.
(Only types jpg, jpeg or png, and maximum file size of 5 Mb)

11 Choose File No file chosen

12 Submit Cancel

1. Select if the request requires after hours work.
2. Can insert alternate Contact information if needed for after hours
3. Select the Type of work. Additional drop downs will appear based on selection
4. Select Inside or Outside of building
5. Click **Lookup Bldg** to pull the building list. Start typing the number or name of the building. Select building from list.

Begin typing in the box to find matching buildings. If your building does not appear in the list, please use the 'Report Missing Building' button in the footer of this webpage.

🔒Find Building

rud

- (2914) 2700 Earl Rudder Fwy South, Suite 1800
- (0291) RUDDER RESIDENCE HALL
- (0446) RUDDER TOWER

✖ Cancel

6.   After selecting the building, the room list will be available. Choose the room number.

Begin typing in the box to find matching room numbers. Type a space for a complete list of rooms. If your room does not appear in the list, please use the 'Report Missing Building' button in the footer of this webpage.   ×

🔒 Find Room

✖ Cancel

7. Enter the Department
8. If this is an Event, enter the date.
9. Enter the Internal Reference number if there is one.
10. Enter the paying account for billable work.
11. Enter the description of the problem.
12. Upload a picture if applicable
13. Click Submit.