

New Work Order System !!

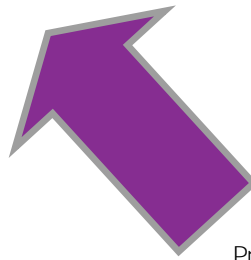
Students at MGA can now enter their own work orders, via the new system called TMA. This will allow students to give more details concerning their request, as well as provide contact information in case follow up is needed. Direct access to submitting work orders will also eliminate the time between a student telling someone in Housing and that person being able to submit it on their behalf. The website to submit a work order can be found here—[WebTMA](#). If you have questions, please visit the [Facilities Website](#)

YOU MUST USE YOUR MGA EMAIL!!!

See chart below for Explanation of Priority Levels.

Facility Name = Campus

Area # = Room #



Provide as many details about your request

Routine—most work orders will be routine

High—small leaks, dogs, etc. routine

HVAC, smoke/fire, glass, water, and hazardous materials
(such as blood or gasoline)

Safety—if there is something that is a safety risk, please use
this level and contact Campus Police at 478-471-