

How to Access and Submit Maintenance Request Forms

The University of St. Thomas Student Housing Portal is displayed.

Begin by logging into Murphy Online through the One St. Thomas homepage or going directly to <https://banner.stthomas.edu>.

The University of St. Thomas On-Campus Housing Forms Portal is displayed.
Click the image below On-Campus Housing Maintenance Requests.



The University of St. Thomas On-Campus Student Resident Maintenance Request Portal is displayed. Click the button for the appropriate form for spring resident or student staff common area maintenance.

After the form is displayed,

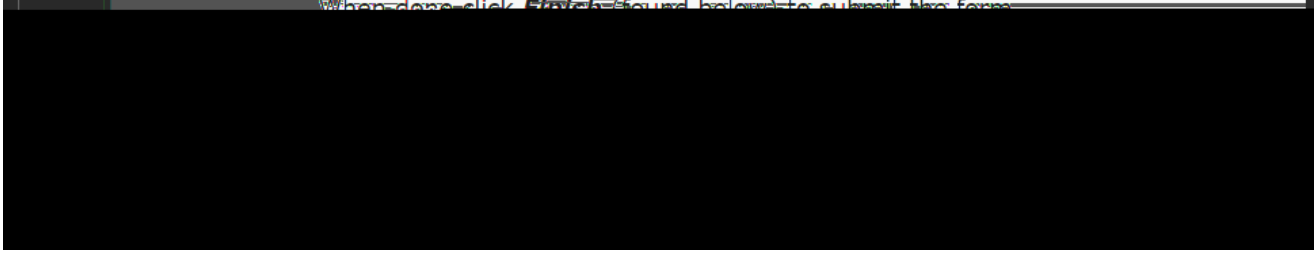
Please verify your information below before submitting form.



Click the dropdown and select a Maintenance Category that best describes the issue:

Type a detailed description of the Maintenance Issue in the text box provided.

When done click **Save** (found below) to submit the form.



After you submit the form you will receive an email from Resident Life with the following message:

The information below was submitted to the Department of Residence Life for processing. An RFS (Request for Service) will be submitted by a member of our staff within one business day. If this is a maintenance emergency, please call our office immediately at (65el -11 (o)22.8 22.8 (f ())13.5 .2 (f ())112()TE (65 Tw 0T0.tif221.9 ()0.9 y1-3.3m22.8 (f ())m1-3.4.