

## How to Create a Work Order Request (Something needs to be fixed in my room)

1. Log into the Resident Portal here (same username & password created for application):  
<http://ihouse.berkeley.edu/StarRezPortal/>

2. Click on the “Maintenance” tab



**INTERNATIONAL HOUSE**  
UNIVERSITY OF CALIFORNIA, BERKELEY

Home Profile App **Maintenance** Accounts Inventory Change Password

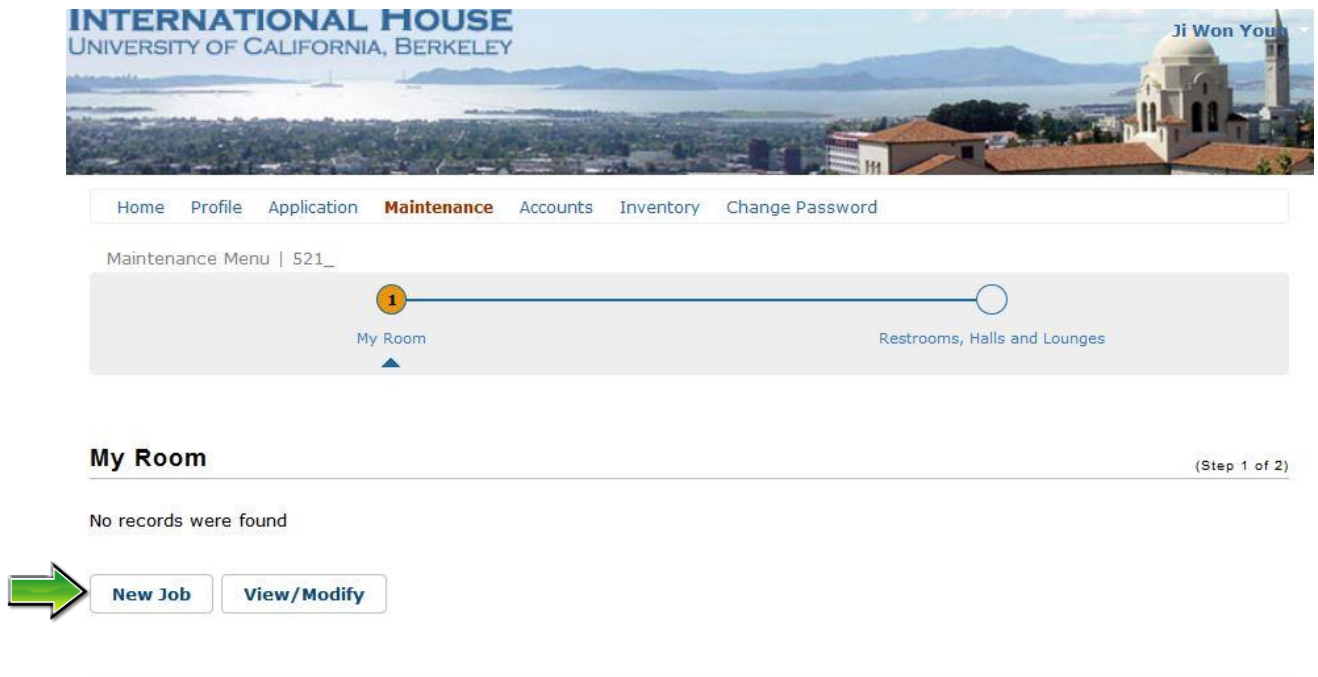
### Applicant Home

#### Welcome to the I-House Online Application!

This portal will guide you through the process of applying for housing at International House. First, we recommend that you review the [Summer Housing](#) or [Academic Year room rates](#) and descriptions and take a [virtual tour](#) before applying. When you are ready to start your application for housing, please click "**Application**" from the selections above.

We welcome you to Cal and hope you take advantage of the opportunity to live at International House!

3. Click on “New Job” button:



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Maintenance Menu | 521\_

1 My Room Restrooms, Halls and Lounges

### My Room (Step 1 of 2)

No records were found

**New Job** View/Modify

## How to Create a Work Order Request (Something needs to be fixed in my room)

4. Select Category, Item from the drop-down menu, and provide a description of the maintenance issue. Check the box stating you agree to allow a staff member to enter your room without you there. Then click on "Save & Continue".



[Home](#) [Profile](#) [Application](#) **Maintenance** [Accounts](#) [Inventory](#) [Change Password](#)

Maintenance Menu | 521\_

1

My Room

Restrooms, Ha

### My Room

- You must tick the I agree box

Date Reported: 8/27/2014 3:40:09 PM

Status:



Category:

Furniture

Item:

(Please Select Item)



Description:

This is just a test work order from Angela Hamilton for training purposes on how to submit a work order. Please contact me with any questions 642-9470.



I agree to allow a staff member into my room while I am not there.

Comments (eg requested time):

This is just a a test work order\*\*\*



**Save & Continue**

## How to Create a Work Order Request (Something needs to be fixed in my room)

5. Your request has been submitted; you can create another work order or modify your current order during this step.



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1 My Room Restrooms, Halls and Lounges

### My Room

(Step 1)

Date Reported	Item	Description	Status
8/27/2014	Bed repair/adjustment	This is just a test work order from Angela Hamilto	

[New Job](#) [View/Modify](#)