

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

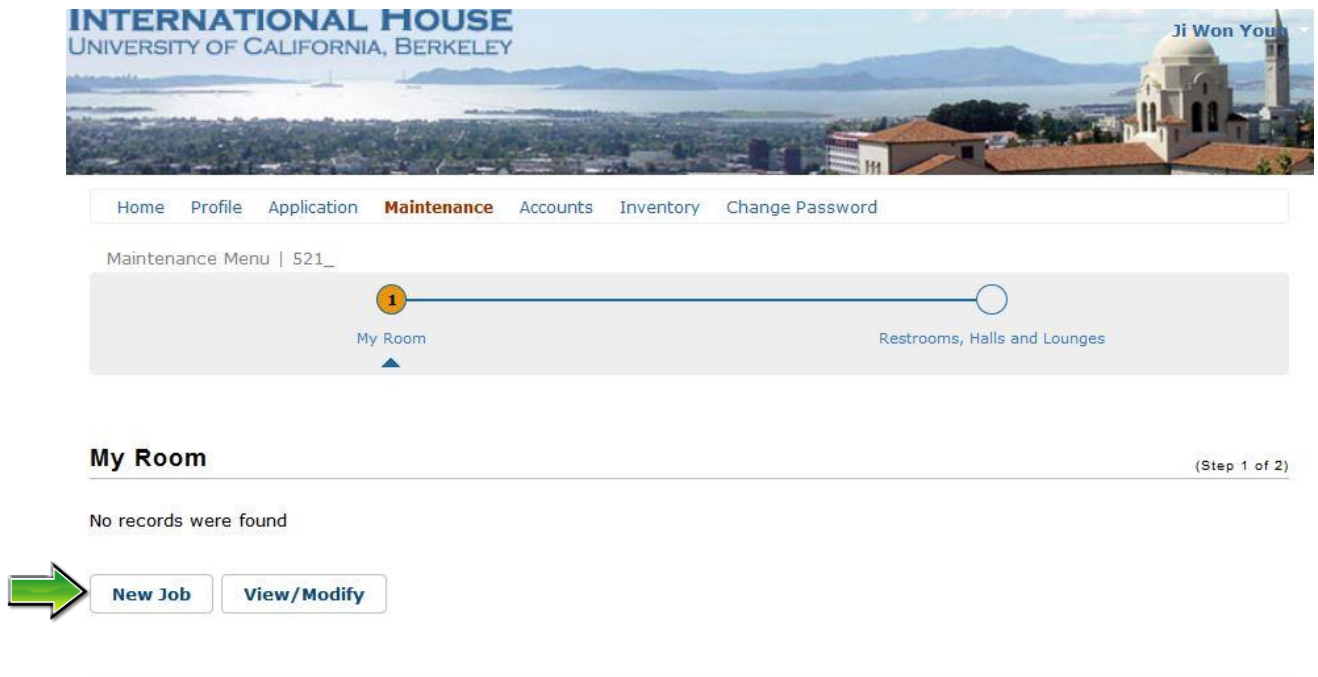
Applicant Home

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

Maintenance Menu | 521_

1 My Room Restrooms, Halls and Lounges

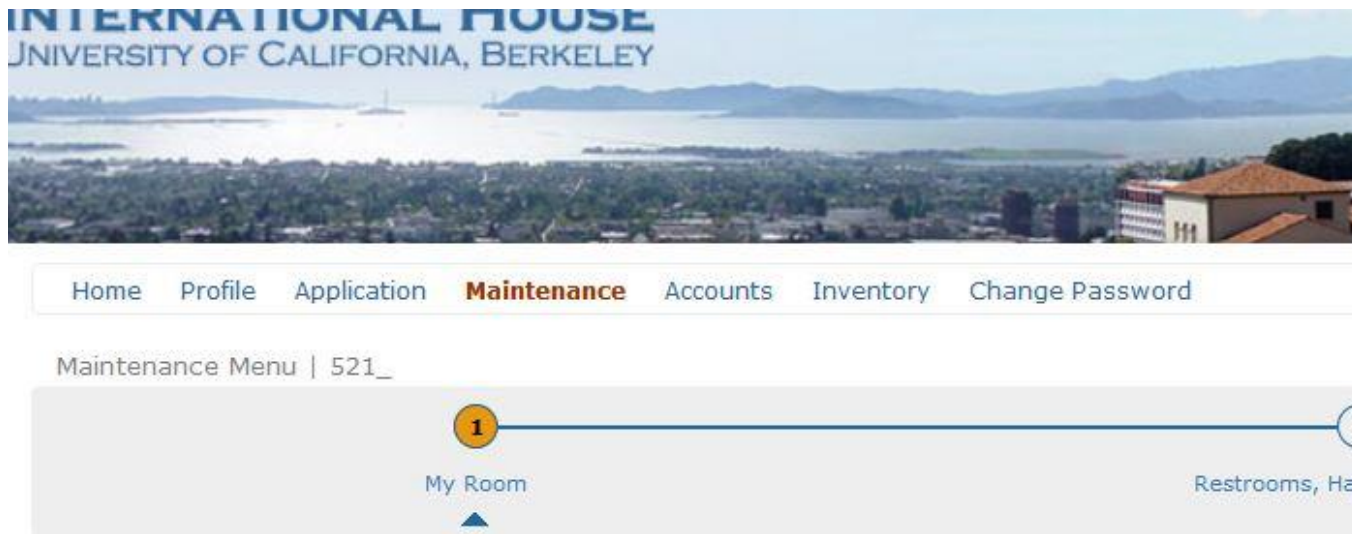
My Room (Step 1 of 2)

No records were found

New Job View/Modify

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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".



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**

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



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Maintenance Menu | 521_

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](#)