

Submitting a Maintenance Work Order

1. Point your web browser to <http://mail.qsdk12.org>
2. Enter your email address in the blank labeled **“Email or phone.”** Click **“Next.”**
3. Enter your password in the blank labeled **“Enter your password.”** Click **“Next.”**
4. On the top left of the next page click **“Compose.”**
5. In the **“To”** field type the email address of the person that has been designated as the liaison that will submit work orders to the Maintenance Department.
6. Under **“Subject”** type the issue that needs resolved.
7. In the body of your email please type in detail what issue you are having so that the Maintenance Department will have an idea of what they are facing before they arrive.
8. Click **“Send”**. The person that has been designated as the liaison for your building will forward this information to the Maintenance Department.