

AkitaBox Service Request Portal

Imagery was referenced using the Google Chrome Internet Browser

Note: AkitaBox is not completely set up yet for Hamline University. Certain features may not be accessible or working at this time. AkitaBox will be fully functional when implementation is completed. For questions or concerns, please address the maintenance team. For questions or concerns, please contact Facilities Services, 651-523-2225, email: facilities@hamline.edu.

Choose your building to submit a service request

Do not add anything to the “Room” field. At this time, AkitaBox is not completely implemented and room information has not been added. Entering anything in the “Room” field will cause an error and your request will not be processed. This is a temporary issue that will be resolved once AkitaBox implementation is completed.

Fill out the service request form

Only field denoted with an asterisk are required - but the more information, the better!*

Reviewing recently submitted service requests from other building occupants on the right.

Submit your Service Request

Once you click “Submit”, your request is sent to your maintenance team. Check your email for status updates - you will be notified of work stated, status changes, communication from the maintenance team and completion.

Track and Communicate Updates on Service Request

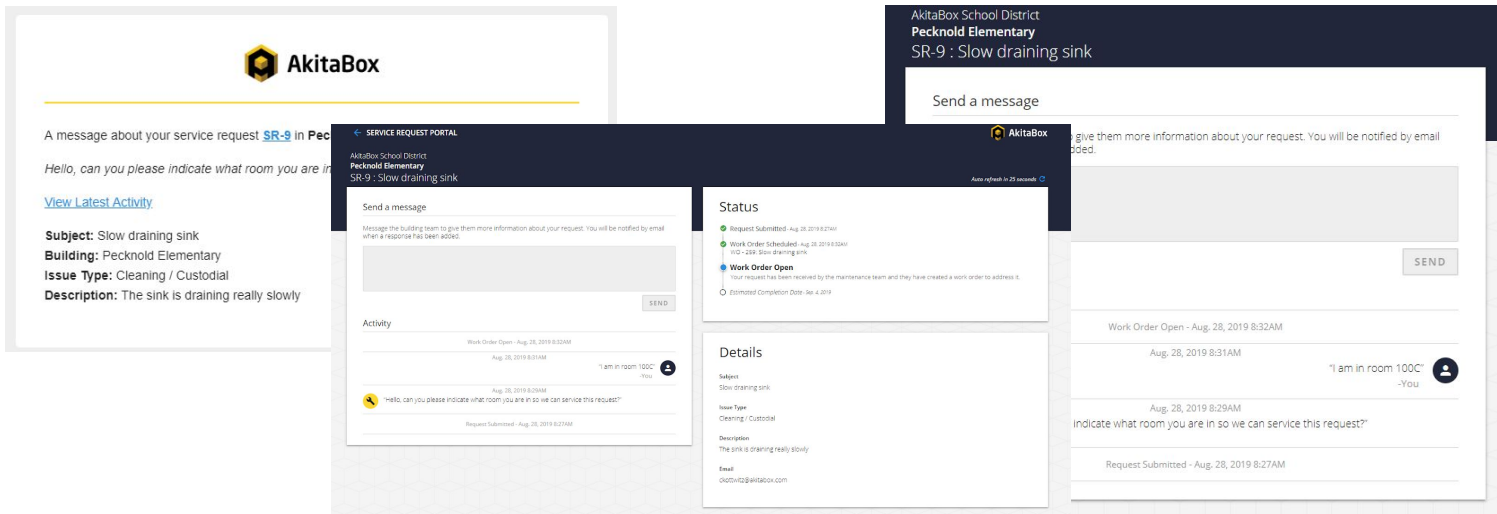
After you submit a Service Request, you will automatically be redirected to the Service Request Status Page

- *You can bookmark this page for future reference or communication needs*
- *You can access this link in the Service Request confirmation email*

Here you can track progress, communicate with the maintenance team on questions or updates and see communication history.

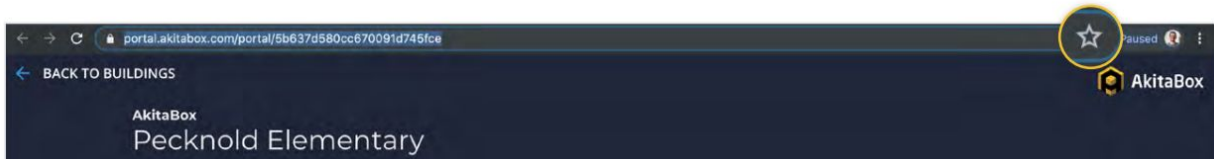
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Save the portal to your Bookmarks Bar for easy access in the future

Click the star to save the Service Request Portal to your favorites. Make sure to choose "Bookmark Bar" as the folder.



[To submit a work order now, click here and select your building.](#)