How to submit a technology work order.

1.) Login to MyEGSC portal and open the Work Request Link in the External Applications area on the left side.

2.) You will be asked to enter your e-mail address. The first time you put in a request it will say that it did not find your e-mail address and ask for your last name.

4.) Fill out the required information.

5) Select “Maintenance Help Desk” for facilities related problems or Technology Help Desk for Technology related issues.
5.) Follow the steps on the next page making sure to fill out any Information with a red check mark.

- For problem Type, pick whatever makes the most sense to you.

6) In order for you to successfully submit the work order to the EGSC staff, please use the password workrequest in step 8. Having any text besides workrequest will cause an error.