1. Go to [www.mpulse7.com](http://www.mpulse7.com)
2. Log on
   - Use your RVCC user name
   - Password leave blank
   - Database is RVCC
3. Once you are log on click on the green plus sign in the upper right corner.
4. This will open up a new blank work request form with a generated ID number.
5. Fill in with as much information as possible, a description is required.
6. Then click on the submit button at the bottom of the page.

This will send the request to maintenance. You will receive an email notification any time there is a change in status to the request.

This method is required for all work that requires maintenance assistance. This includes any setups for special events that you will need to have done. All setups require a 48 hour notice including all special accommodations that you will need. Maintenance will contact you for specific details.