1. Create Repair Request

To navigate to the Create Repair Request screen in the Atlas.mit.edu website, go to:
Campus tab – Service Request tab – and click on Create Request.

2. Enter Location

- Click on Residence button
- Identify Residence Name and Room Number
- The Additional Location Information field will allow you to provide specific information about the repair location.

3. Enter Repair Details

- Select Type of Repair from dropdown menu
- Provide Short Description
- Provide Additional Information and Special Instructions

4. Create Receipt

- Atlas will provide you with a confirmation receipt and tracking number.
- You will also receive an email confirmation.
- To monitor the status of the repair, go to Campus tab – Service Requests tab – and click on My Requests.