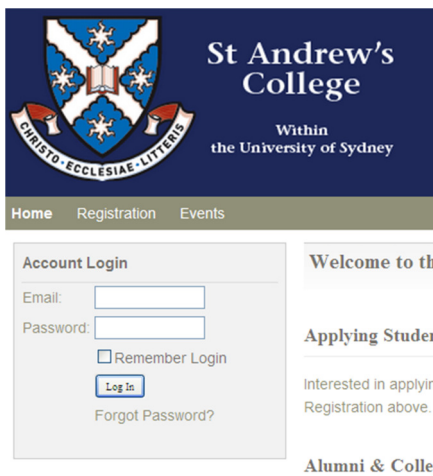


## Submitting Maintenance Requests

### Via the St Andrew's Online Portal

1. The Portal is found here: <https://portal.standrewscollege.edu.au/StarRezPortal>
2. You will see the screen below. Under **Account Login**, enter your email address and password. If you don't know your password, select **Forgot Password?** and it will be emailed to you within 15 minutes.



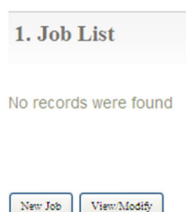
The screenshot shows the St Andrew's College online portal. At the top left is the college's crest with the motto "CHRISTO · ECCLESIAE · LITTERIS". To the right of the crest, the text reads "St Andrew's College" and "Within the University of Sydney". Below this is a navigation bar with "Home", "Registration", and "Events". The main content area is split into two columns. The left column is titled "Account Login" and contains an "Email:" input field, a "Password:" input field, a "Remember Login" checkbox, a "Log In" button, and a "Forgot Password?" link. The right column is titled "Welcome to th" and contains a section for "Applying Studen" with the text "Interested in applyin Registration above." and a link for "Alumni & Colleg".

3. After you have logged in, you will then be directed to the Welcome page. Select **Maintenance** (the last menu option, as below) to submit a maintenance request.



The screenshot shows the St Andrew's College online portal home page. At the top left is the college's crest with the motto "CHRISTO · ECCLESIAE · LITTERIS". To the right of the crest, the text reads "St Andrew's College" and "Within the University of Sydney". Below this is a navigation bar with "Home", "Application", "Events", "Accounts", and "Maintenance".

4. On the Job List page, select **New Job**:



The screenshot shows the "1. Job List" page. It displays the text "No records were found". Below this text are two buttons: "New Job" and "View/Modify".

- On the Job List page, select **Category/Item** that needs to be repaired (e.g Light) and write a summary of the issue under **Description**.

St Andrew's College Portal - Job List - Windows Internet Explorer

St Andrew's College  
Within the University of Sydney

Home Application Events Accounts Maintenance Welcome, Mr James CRAIG | Log Off

Job List -

Date Reported: 27/05/2013 12:26:48 PM

Status: (Please Select Item)

Category / Item: (Please Select Item)

Description: (Please Select Item)

Cause: (Please Select Item)

I agree to allow a staff member into my room while I am not there.

Comments (eg requested time):

Save & Continue

Housing Portal - v6.5 (1126) - Cs 6.5 - © StarNet Inc. 2013

- Tick the box **I agree to allow a staff member into my room while I am not there.**
- Hit **Save and Continue.**
- You will then be taken to the below page, which shows the maintenance issue you've reported. You can **View/Modify** your request if necessary. It will then be attended to by our maintenance team.

St Andrew's College Portal - Job List - Windows Internet Explorer

St Andrew's College  
Within the University of Sydney

Home Application Events Accounts Maintenance Welcome, Mr James CRAIG | Log Off

1. Job List

Date Reported	Item	Description	Status
27/05/2013	Bathroom	test	test

View Modify

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- You can check on the progress of your request via the portal.