

# Submitting a Facility Repair Request in Asset Essentials

## DESKTOP APPLICATION



**Login to Asset Essentials**  
[AssetEssentials.DudeSolutions.com/UNIhousing](https://AssetEssentials.DudeSolutions.com/UNIhousing)

### Enter CatID & Password

### Authorize via Duo

### Click + NEW to create a new work request

### Enter Request Details

This includes Location (Building), Room Number, Work Requested and attaching any pertinent photos or documentation. Click ✓ Submit to save and submit the work order request to UHD.

## MOBILE APPLICATION



**Download the Mobile App**  
 Go to Google Play or the App Store and search for the Asset Essentials app to install on your phone.

### Open the App

Client ID = UNIhousing

### Enter CATID

### Authorize via DUO

### Click + at the bottom center to create a new request

### Enter Request Details

This includes Location (Building), Room Number, Work Requested and attaching any pertinent photos or documentation. Tap Submit Request to save and submit the work order request to UHD.