



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders



Are you tired of seeing graffiti, vandalism, and repairs needed in our schools? Ever wondered how you can report these issues?

The Facilities Services Division, Maintenance and Operations proudly introduce the **M&O Service Requests** webpage.

The **M&O Service Requests** webpage allows **anyone** who has access to the internet to report school maintenance service calls directly from their computer. Employees, Principals, Teachers, Students, Parents and the public are able to easily report maintenance issues for quick resolution.

Step 1: The **M&O Service Requests** webpage is located under **Quick Links** on <http://mo.laschools.org> or directly at <http://mo.laschools.org/applications/mo/workorder-request/>

Step 2: In the **M&O Service Request** page, you initiate the request by entering the required fields (e.g. School Name, Problem Description, Location Detail, Craft, etc...) and hit **Save and Continue**.

Step 3: You will be taken to the **Review & Submit Service Request** page. Review the service request, if satisfied, hit **Submit**, otherwise hit **Edit Request**.

Request initiated; to process your request, you must verify the request through your email.

Note: If you have a LASCHOOLS.ORG login account and were logged in during your request. You will not have to verify the request through your email **after** the first time. If you do not have an account, you can register for one for free. It is recommended that you do login prior to initiating a request as it will save you an extra step in the process.

Step 4: Log in to your email account that was used in the request and open the email from noreply.mo.service.request@laschools.org and hit **Verify Request**.

A new window will pop up indicating that the Service Request has been verified. The request will be automatically submitted to our Service Call desk for review and route. You may view the request by clicking the **View Request** link or view all of your requests from the **View All Requests** link.