



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders



DISTRICT PERSONNEL INSTRUCTIONS

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: Login to the M&O Service Request page. The Login is located in the top right corner of the page. Enter your full email address and **single sign-on** password. If you need help logging in, please email webmaster@laschools.org

Step 3: In the **M&O Service Request** page, under **School Name**, enter the location code or the name of the school you are reporting the service call against. Fill out the remaining fields (e.g. Problem Description, Location Detail, Craft, Type of Work etc...) and hit **Save and Continue**.

Home/New Request Instructions

Request Lookup

Enter the service request number issued through email.

Request Number:

School Service Call Lookup

Enter School Location Code

My Requests

- [View All](#)

Submit a Service Request

If you have an emergency, please contact the Service Call Hotline at (213) 745-1600 (M-F 6:30am-5:00pm); emergencies outside these hours, please contact the School Police Department at (213) 625-6631.

School Name: *

Please enter school name or school location code.

School Address: **LOCN:**

Problem Description: *

Please provide us with as much detail as possible about what you are reporting.

Location Detail: *

e.g. Main Building, Football Field, Roof, Room 143, etc.

Craft:

Type of work:

Full Name: *

Phone:

Example: 555-555-5555

Upload Picture:

* Required Fields

Step 4: You will be taken to the **Review & Submit Service Request** page. Review the service request, if satisfied, hit **Submit**, otherwise hit **Edit Request** to take you back to the previous page.

Review & Submit Service Request

Location:	8618 WILSON HS 4500 MULTNOMAH ST, LOS ANGELES, CA 90032
Problem:	Broken Toilet Seat
Problem Location:	Boys Restroom in second floor of Main Building
Craft:	Plumbing
Type of work:	Restroom Repair
Work Order Numbers:	
Full Name:	Danny Lu
Phone:	
Email:	danny.lu@lausd.net

Step 5: Call is automatically verified. Call will go into Maximo for review and work order creation.

Verified Service Request

Service Request Number:	20111002569
Last Updated:	August 31, 2011
Status:	Submitted
Location:	8618 WILSON HS 4500 MULTNOMAH ST, LOS ANGELES, CA 90032
Problem:	Broken Toilet Seat
Problem Location:	Boys Restroom in second floor of Main Building
Status Memo:	
Craft:	Plumbing
Type of work:	Restroom Repair
Work Order Numbers:	
Verification Received:	2011-08-31