**Entering a Facilities Work Request in the QWare work order system**

1. **Click the link to go to the log in page.**
	1. <https://az.quecentre.com/gahighlands/login.aspx>
	2. 
2. **Log in using your single sign on credentials.**
	1. **Note: “@highlands.edu” should not be part of your username.**
	2. 
3. **Use the drop-down boxes to select the Campus, Building, Floor and Room Number where the issue is located.**
	1. 
4. **Add additional location information in the location box**
	1. 
5. **Enter information about requested work in the Description box.**
	1. 
6. **Click Update to complete the request.**
	1. 