



How to Access and Submit Maintenance Request Forms

- The University of St. Thomas Student Housing Portal is displayed.
- Begin by logging into Murphy Online through the One St. Thomas homepage or going directly to <https://banner.stthomas.edu>.
- Click the button "I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES".


Welcome to University of St. Thomas Student Housing Portal



Residence Life  UNIVERSITY OF St.Thomas

Hello

Questions? Please contact the Department of Residence Life at
(651) 962-6470 or email reslife@stthomas.edu.




CLICK A BUTTON BELOW TO CONTINUE


I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES
Click button above to access housing forms.

2021 SPRING HOUSING ASSIGNMENT & ROOMMATE INFORMATION
Click button above to view information online.

I AM A NEW INCOMING OR TRANSFER STUDENT COMING TO ST. THOMAS
Click button above to access housing forms.

Residence Life Website:
www.stthomas.edu/residencelife

Like us on Facebook at:
 www.facebook.com/USTResLife

Follow us on Twitter at:
 twitter.com/USTResLifeMN

QUESTIONS?
Please contact Residence Life
at (651) 962-6470 or email
reslife@stthomas.edu.


Click Here
Visit website to learn more about living on
campus.

Department of Residence Life
University of St. Thomas, St. Paul Campus
Koch Commons, Room 106
Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.
Phone: (651) 962-6470 or toll free (800) 328-6819
Email: reslife@stthomas.edu

Close browser window to exit student housing portal.

- The University of St. Thomas On-Campus Housing Forms Portal is displayed.
- Click the image below On-Campus Housing Maintenance Requests.

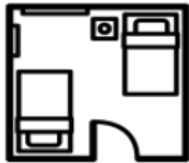
University of St. Thomas Students On-Campus Housing Forms Portal

Residence Life 


Hello

Click an Image below to begin and locate an on-line form or housing information.


Housing Assignments & Roommate Contact Information



Housing Application Preference Forms




On-Campus Housing Cancellation Forms




Click button below:
Residence Life Website
Visit website to learn more about living on campus.



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On-Campus Housing Maintenance Requests



Spring Term Meal Plan Change Request Form



Residence Life Website:
www.stthomas.edu/residencelife
Like us on Facebook at:

www.facebook.com/USTResLife
Follow us on Twitter at:

twitter.com/USTResLifeMN




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Close browser window to exit portal.

- The University of St. Thomas On-Campus Student Resident Maintenance Request Portal is displayed.
- Click the button for the appropriate form for spring resident or student staff common area maintenance.
- After the form is displayed, follow instructions in the form to submit your maintenance request online.

University of St. Thomas On-Campus Student Resident Maintenance Request Portal



Residence Life **UNIVERSITY OF St.Thomas**

Hello



If you are experiencing problems with the Internet, Wi-Fi, cable, printing or other technology needs, please contact the Tech Desk directly via emailing irthehelp@stthomas.edu or by calling 651-962-6230. You may also visit their website at <http://www.stthomas.edu/its>.

Click button on the below if you are a spring resident with a maintenance request.

Maintenance Request Form Spring Residents

Click button below if you are STUDENT STAFF and reporting COMMON AREAS Maintenance Issues.

Common Area Maintenance Requests from Student Staff ONLY

<p>Residence Life Website: www.stthomas.edu/residencelife</p> <p>Like us on Facebook at:  www.facebook.com/USTResLife</p> <p>Follow us on Twitter at:  twitter.com/USTResLifeMN</p>	<p><i>Are you a current St. Thomas student and want to inquire about on-campus housing?</i></p> <p><i>Please contact Residence Life at (651) 962-6470 or email reslife@stthomas.edu.</i></p>	<p>Department of Residence Life University of St. Thomas, St. Paul Campus Koch Commons, Room 106</p> <p>Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m. Phone: (651) 962-6470 or toll free (800) 328-6819 Email: reslife@stthomas.edu</p>
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Close browser window to exit or click Exit Portal button below.

Exit Portal

- An example of the Maintenance Request form is displayed on the next page.
- Verify your profile information and follow instructions on the form.
- Note the message regarding maintenance emergencies before you complete and submit the form.
- Select a Maintenance Category from the dropdown list.
- Type the Maintenance Issue in the text box provided. Provide a detailed description of the issue.
- When done click Finish to submit the form (found at the bottom).

Profile Information

Please verify your information below before submitting form.

Requested by:

UST ID:

UST Email:

Cell Phone:

Note - If you have a maintenance emergency involving electrical, leaks, elevator, or safety and health DO NOT SUBMIT FORM. Instead, please call Residence Life at (651)962-6470 during business hours Monday-Friday, 8:00 a.m. to 4:30 p.m. If after business hours please call Public Safety at (651)962-5100.

Maintenance Request Form for On-Campus Student Residents

Enter maintenance request information below. When done scroll to the bottom to submit form.

Note - If you previously had a request, your form will be populated with previous information that you submitted.

Please make sure you update your new maintenance request on the form before you submit the form.

You must click finish (found at the bottom) to save your information and submit the form.

Select Building (summer residence) from the dropdown list below:

MAINTENANCE REQUEST BUILDING:

Bedspace is listed below:

Bedspace:

Click the dropdown and select a Maintenance Category that best describes the issue:

MAINTENANCE REQUEST CATEGORY:

Type a detailed description of the Maintenance Issue in the text box provided.

MAINTENANCE REQUEST NOTES:

When done click **Finish** (found below) to submit the form.

By submitting the form you are acknowledging that a Residence Life or Maintenance staff member may enter your room to complete your maintenance request during business hours.



- After you submit the form you will receive an email from Resident Life with the following message:

The information below was submitted to the Department of Residence Life for processing. An RFS (Request for Service) will be submitted by a member of our staff within one business day. If this is a maintenance emergency, please call our office immediately at (651) 962-6470 during our business hours Monday through Friday 8:00 a.m. to 4:30 p.m. For after-hours maintenance emergencies please contact Public Safety at (651) 962-5100. After your maintenance issue has been resolved or fixed, we will send you a confirmation email.

- After the work has been completed you will receive an email from Residence Life with the message:

Your maintenance request has been completed by a staff member from Residence Life or Physical Plant. If the issue has not been resolved, please reply back to this email or call us at (651) 962-6470 so that we can assist you.