



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders



LAUSD SERVICE REQUEST MOBILE

The **LAUSD Service Request Mobile Form** is free to use with any browser through iOS and Android. To use it, simply go to the browser on your phone or table and type or click this link:

<https://www.laschools.org/service-request>

Step 1: Enter **School Name** or **Location Code**

3:10 M&O Service Requests

Emergency?

If you have an emergency, please call the local M&O area office at 213-745-1400

School Name: *

FAC MAINT & OPER-CENTRAL OFF Clear

Address: 333 S BEAUDRY AVE., 22ND FL,

ORG: 0640

Problem Description: *

Light not working properly.

Upload Picture:

Choose File no file selected

Select building:

AA mo.laschools.org

Step 2: Option to take a new Photo, use existing or continue without. If you select **Take Photo or Video**, the camera on your device will be turned on. Take a photo of the issue and press **Use Photo** when satisfied.

3:13 M&O Service Requests

Emergency?

If you have an emergency, please call the local M&O area office at 213-745-1400

School Name: *

FAC MAINT & OPER-CENTRAL OFF Clear

Address: 333 S BEAUDRY AVE., 22ND FL,

ORG: 0640

Problem Description: *

Light not working properly.

Upload Picture:

Choose File no file selected

Photo Library

Take Photo or Video

Choose File

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

mo.laschools.org

Retake Use Photo

Step 3: Select **building** and type specific location.

3:28 M&O Service Requests

Choose File 1 photo

Select building:

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Location Detail: *

22 Floor Cubicle 555

Craft:

I Don't Know

Type of work:

Other

Full Name: *

Email: *

You must enter a valid email address

Phone: *

Example: 555-555-5555

Save and Continue

* Required Fields

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Step 4: Select a **Craft**. And most appropriate **Type of Work**.

3:41 M&O Service Requests

Review & Submit Service Request

Location: 0640 / 1064001

FAC MAINT & OPER-CENTRAL OFF

333 S BEAUDRY AVE., 22ND FL, LOS ANGELES, CA 90017

Building:

Problem: THIS IS A TEST FROM ELMER FOR USER GUIDE Light not working properly.

Problem Location: 22 Floor Cubicle 555

Craft: Electrical

Type of work: Repair of Buildings

Work Order Numbers:

AA mo.laschools.org

Step 5: Enter Full Name, Email and Phone

3:36

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Location Detail: *

22 Floor Cubicle 555

Craft:

Electrical

Type of work:

Repair of Buildings

Full Name: *

Eli Rendon

Email: *

EliRendon@gmail1.com

Phone: *

213-555-5555

Save and Continue

* Required Fields

mo.laschools.org

Step 6: Click on "Save and Continue"

3:36

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Location Detail: *

22 Floor Cubicle 555

Craft:

Electrical

Type of work:

Repair of Buildings

Full Name: *

Eli Rendon

Email: *

EliRendon@gmail1.com

Phone: *

213-555-5555

Save and Continue

* Required Fields

mo.laschools.org

Step 7: Review the information and hit Submit.

3:42

Problem: THIS IS A TEST FROM ELMER FOR USER GUIDE Light not working properly.

Problem Location: 22 Floor Cubicle 555

Craft: Electrical

Type of work: Repair of Buildings

Work Order Numbers:

Full Name: Eli Rendon

Phone: 213-555-5555

Email: Elirendon@gmail1.com

Edit Request Submit

mo.laschools.org

Step 8: You must go back to your email to confirm that this valid request. Hit "Verify Request" on you email.

3:44

M&O Service Requests

Check your email

Your request has been submitted. Please check your email and click on the verification link to finalize your request.

Your request will not be complete until it has been verified.

Thank you!

Create New Request

mo.laschools.org

3:52

Verify Service Request for: FAC MAINT & OPER-CENTRAL OFF

N noreply.mo.service.request@laschools.org

To: Fri 6/24/2022 3:52 PM

Thank you for submitting a service request. To complete this request please click the link below.

Verify Request

If you did not submit this request, please ignore this email.

Below are the service request details for your records:

School Name: FAC MAINT & OPER-CENTRAL OFF

School Address: 333 S BEAUDRY AVE., 22ND FL, LOS ANGELES, CA 90017

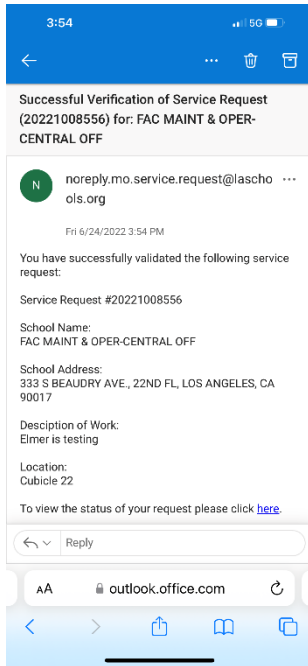
Description of Work: Elmer is testing

Location:

Reply

outlook.office.com

Step 9: Check your email. You will get a **request number** once your request **has been verified**. Like this:



If you have any questions, please feel free to contact the M&O IT and Analysis Unit: Elmer Cortez / elmer.cortez@lausd.net, Mark Merrick / mark.merrick@lausd.net, John Herweg / john.herweg@lausd.net or Richard Peterson / richard.peterson@lausd.net