



# 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**.

Home

Request Lookup

Enter the service request number issued through email.

Request Number:

Search

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:

School Address:

Problem Description:

Location Detail:

Craft:

Type of work:

Full Name:

Email:

Phone:

Upload Picture:

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**.

Home

Request Lookup

Enter the service request number issued through email.

Request Number:

Search

Review & Submit Service Request

Location:

Problem:

Problem Location:

Craft:

Type of work:

Full Name:

Phone:

Email:

Edit Request

Submit

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

Home

Request Lookup

Enter the service request number issued through email.

Request Number:

Search

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

**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](mailto:noreply.mo.service.request@laschools.org) and hit **Verify Request**.

From: noreply.mo.service.request@laschools.org

To: Lu, Danny

Cc:

Subject: Verify Service Request for: BERNSTEIN HS

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

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.

Service Request Verified

Your request has been verified and completed successfully. If you would like to check the status of this request please go to the Service Request page and use the lookup form.

Your service request number is 20111000068.

View Request

View All Requests