Logging into FAMIS Cloud
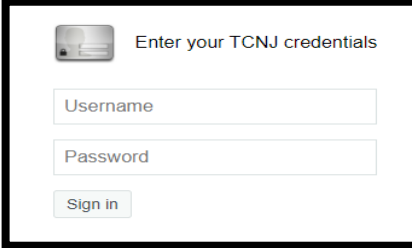
1. The FAMIS work order system can be accessed from either TCNJ Today or the Facilities webpage:

   A. Click the [Work Order icon] icon located on the TCNJ Today webpage -or-

   B. Navigate to the [Facilities and Administrative Services](#) webpage and click on the Work Order Request Link

2. Enter your TCNJ credentials at the log in screen:
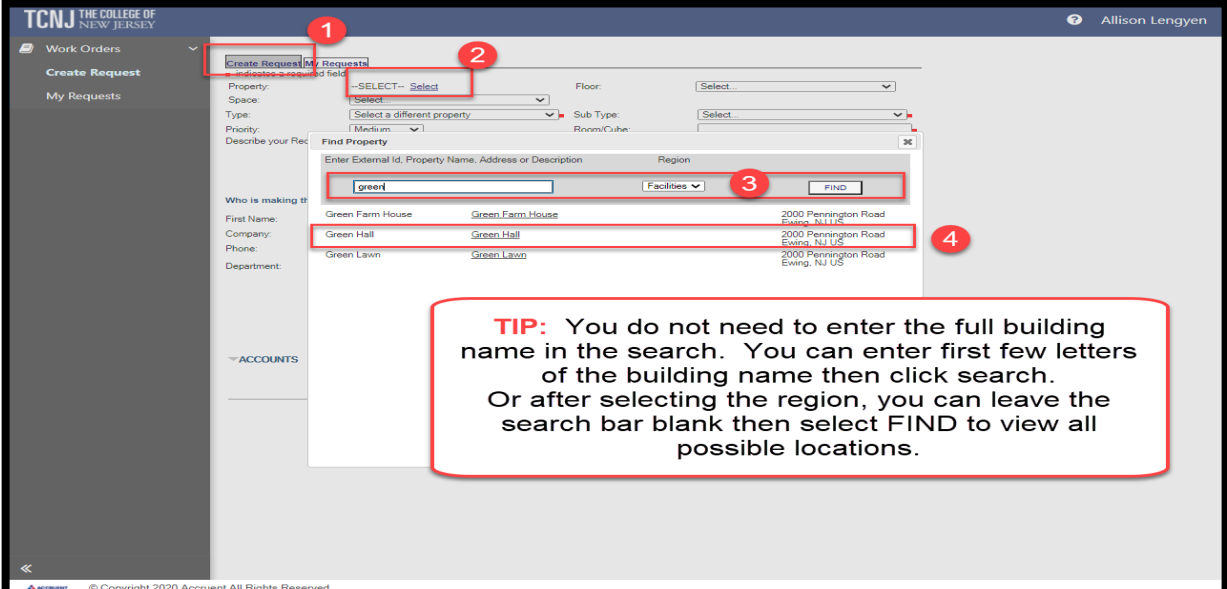
Note: Work Order   requests can be submitted using the **FAMIS Mobile App**. Refer to the Mobile App guide for detail.

Submitting a Work Order Request

First, tell us where the work needs to be completed. Please include details such as the building location, floor, space, and room/cube.

1. Click on the **Create Request** tab to get started
2. Click on the Property **Select** link to begin the search for the appropriate building
3. Select **Region** from the drop down arrow and select appropriate region. Most users will only have the facilities region.
4. Enter first few letters of location name or full building name in search bar then click **FIND**

TIP: You do not need to enter the full building name in the search. You can enter first few letters of the building name then click search.
Or after selecting the region, you can leave the search bar blank then select FIND to view all possible locations.

Submitting a Work Order cont.,

Once you have provided the location, please provide details of your request including Type of Request, Sub Type, Priority, and a brief description.

Finally, provide us with contact information in case we need to reach out to you for additional information. The contact info will default to the info of the person filling out the request. You can use the **Clear Contact Info** button and enter new contact if necessary.

Important note regarding email: To receive status updates on your request via email, please be sure your email address is entered.

If you would like the work completed by a specific date, please add a time and date to the **Requested Completion Date** field.

When all details are provided, click **OK** to submit request.
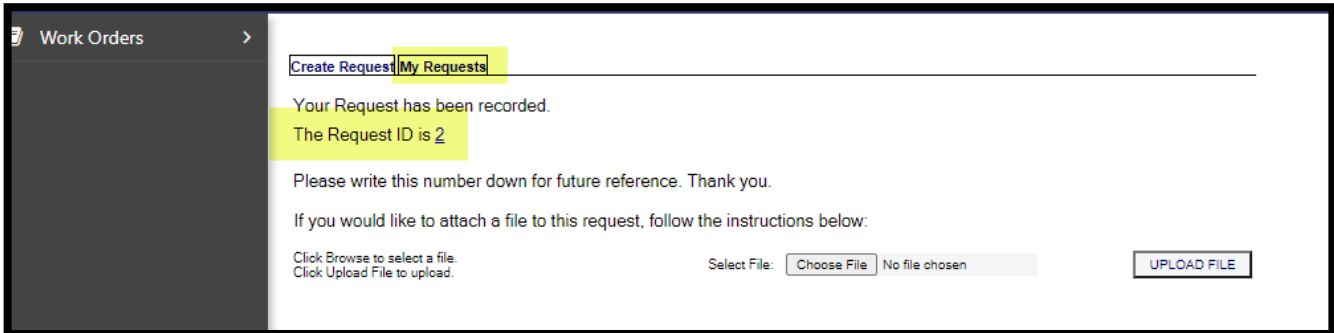
Viewing Requests and Checking Status

Once the request has been submitted, the system will display a **Request ID** link. The Request ID can be used to access your request and view status. Click on the **My Requests** tab at any time to access your requests and view status.