COVID-19 PPE Requests via FAMIS

The following steps will guide you through the process of requesting COVID-19 PPE requests using TCNJ’s work order system, FAMIS. You may access FAMIS via TCNJ’s Today page using the widget entitled “Work Order System” at the top of the page using your TCNJ log-in credentials. Once logged, please follow these steps:

**Step 1:** Select Create Request
**Step 2:** Select Property (building/area where you are located)
**Step 3:** Select Floor and Space (you must choose a Floor before choosing a Space)
**Step 4:** Select Type: **New Covid PPE Request** & Sub Type: **See Procedure for Type of PPE Available**
**Step 5:** Select View Procedure (next to Describe your Request)
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Below is the View Procedure window which describes PPE available for request.

PROCEDURE: COVID PPE Process

When creating the request, in the “Describe your Request” section, list each item you are requesting with the quantity of that item.

Options:
1. Mask-Disposable or Reusable - Please specify type and quantity
2. Transparent Face Mask
3. N95 Mask-Requires OES fit test and training
4. Face Shields - Requires approval from ARC
6. Wall Mount Hand Sanitizing Unit
7. Free Standing Hand Sanitizing Unit
8. Sanitizing Wipes
9. Wall Mount Wipes/Refills - Please specify
10. Gloves
11. Gowns

After deciding on selection, please enter details in Describe your Request section as indicated below:

Describe your request here.