



How To Submit Maintenance Work Orders

Call **(678) 497-4449** to submit a work order with the maintenance call center. You will be asked to confirm your name, residence hall, and unit number when logging the work order request.

OR

Visit **ClaytonState.ResidentPortal.com** or scan the QR code below to access the Resident Portal for online work order submissions.

Create a New Account using your legal name and the university email address associated with your housing contract. This will allow you to submit and track your order requests online via your resident portal.

If you have problems setting up your account or issues with the portal, please contact the maintenance facilities team at **ClaytonState@BHomStudentLiving.com**

