

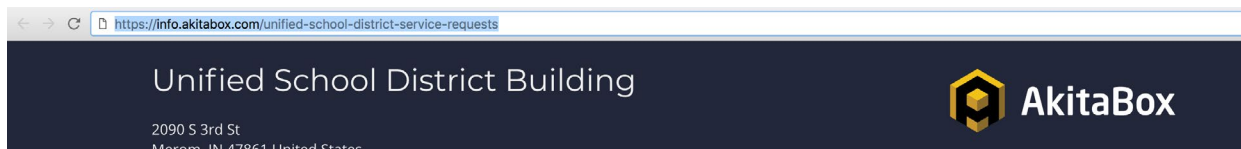
Dear Staff/Faculty,

On Wednesday, August 1st, 2018 , we're rolling out our new Service Request Portal.

### **WHAT DOES THAT MEAN FOR ME?**

Starting Wednesday, August 1st, 2018 , you will submit all work requests via this website:

<https://info.akitabox.com/perry-central-schools-service-request>



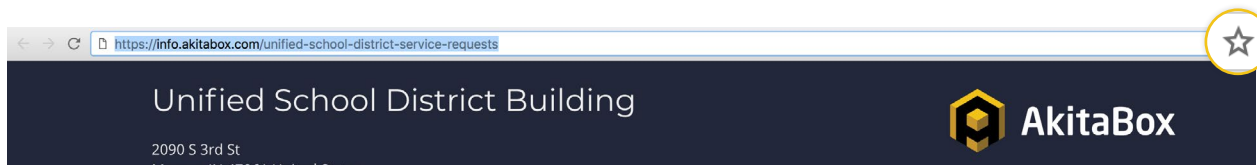
### **HOW DO I USE THE WEBSITE?**

1. Go to <https://info.akitabox.com/perry-central-schools-service-request>
2. Select your building.
3. Fill out the information and click Submit\*  
\*An asterisks (\*) denotes a required field

### **WHY IS MY EMAIL REQUIRED?**

We update you via email on the status of your service request. You will get three emails:

- Confirming your submission
- When work starts on your request
- When your work request is complete



### **HOW CAN I SAVE THIS WEBSITE FOR EASY ACCESS IN THE FUTURE?**

You can bookmark the website in your web browser, or drag and drop the URL to your desktop.

### **WHY THE NEW PROCESS?**

We're using a software called AkitaBox to track the assets in our buildings, and do things like respond to service requests. If you'd like to learn more, visit their website: <https://home.akitabox.com/>