

AkitaBox Service Request Portal

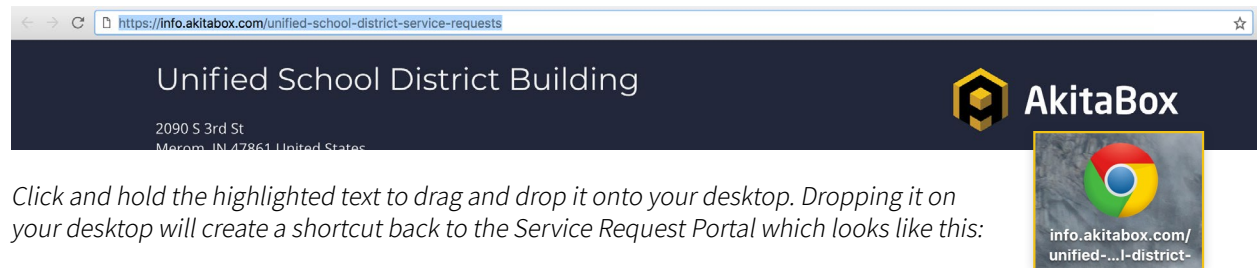
Imagery was referenced using the Google Chrome Internet Browser

By now your facility team has provided you a link to your building's Service Request Portal. If this is the first time you're hearing about us, please reach out to your facility team. If you are ready to request services for your organization; continue below. One of the easiest ways to access your portal and submit a maintenance request is to drag this link onto your desktop.

STEP 1: Navigate to this web address in an internet window:

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

Highlight the address with your cursor:

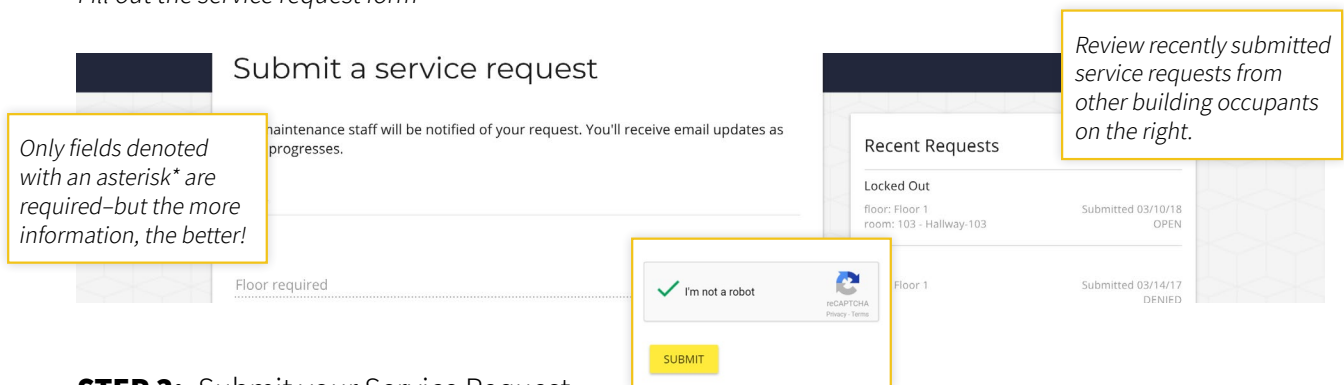


STEP 2: Fill out a Service Request Form

Double click on your desktop shortcut to launch the Service Request Portal

Choose your building to submit a service request

Fill out the service request form

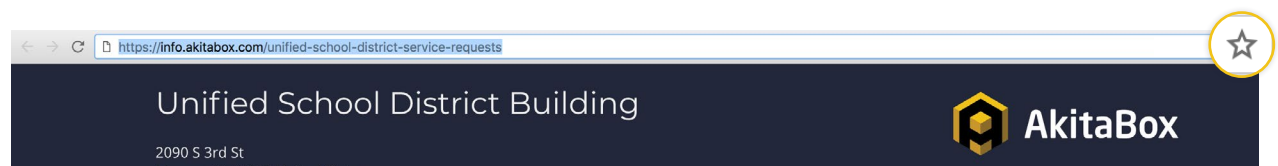


STEP 3: Submit your Service Request

Once you click "Submit", your request is sent to your maintenance team. Check your email for status updates—you will be notified of work started, status changes and completion.

STEP 4: Save the portal to your Bookmarks Bar for easy access in the future

Click the star to save the Service Request Portal to your favorites. Make sure to choose "Bookmark Bar" as the folder.



To learn more about AkitaBox and how we are helping to improve your daily experience visit www.AkitaBox.com