


Campus Instructions: Submitting a (Non-Emergency) Work Request in WebTMA 7

Step 1

Enter <https://pfocma7.uakron.edu/WebTMA7/saml/login> into your browser.

Or visit <https://www.uakron.edu/pfoc/> and select the mobile or desktop or off campus/mobile link.



Physical Facilities Operations Center

The employees of Physical Facilities provide service to campus as it relates to the daily maintenance and repair of all buildings and grounds: providing a clean, safe and comfortable environment for students, faculty and staff.

[Work Requests](#)

On Campus Desktop or VPN: <https://www.uakron.edu/workorder-desktop>

Off Campus or Mobile: <https://www.uakron.edu/workorder>

New users are encouraged to view the: [Job Aid: WebTMA Help Documentation](#).

FOR MAINTENANCE EMERGENCIES ONLY
Contact the Physical Facilities Service Center at 330-972-7415.

- [PFOC home](#)
- [Services](#)
- [Work Order chang](#)
- [Energy Dashboarc](#)
- [Recycling](#)
- [Contact us](#)

Step 2

Complete all required fields (highlighted in red).

SERVICE REQUEST

Requestor Name*	<input type="text"/>	Request Date*	01/14/2026 10:29 AM
Phone #*	<input type="text"/>	Request Type*	Web Request
Requestor Email*	<input type="text"/>	Department Name	<input type="text"/>
Notify Me <input checked="" type="checkbox"/>		Repair Center Name*	<input type="text"/>
Building Name*	<input type="text"/>	Account #	<input type="text"/>
Facility Name	Akron Campus	Status	<input type="text"/>
Location ID	<input type="text"/>		
Area #	<input type="text"/>		

Do Not Use This Form for Emergencies

Request Details (Required: Work needed + Building + Room Number)*

Additional Comments

Linked Document

Step 3

Verify that the following information is included:

- **Requestor Name, Phone, & Email:** Your name or the name of the person who will be tracking the work order
- **Building Name:** The building where the issue is located
- **Location ID:** Enter the room number, if known. If the room number is unknown, indicate nearby rooms or landmarks in the *Request Details* field
- **Repair Center Name:** Use the drop-down menu to select the appropriate repair center
- **Request Details:** Describe the work needed and include the building and room number

Step 4

You will receive an email confirmation with a request number.

Once your request is converted to a work order, you will receive a second email with your work order number.

Save this work order number and include it in the subject line of any status update requests.

For questions, email **pfocservicecenter@uakron.edu**.

Need Help?

For questions or assistance, contact the PFOC Service Center at **pfocservicecenter@uakron.edu**.

Emergency Requests:

Do not submit emergency issues through WebTMA. Please follow established emergency procedures or contact the appropriate emergency services.

Last updated: January 2026