

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

## Step 1

Enter <https://pfoctma7.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.

- [PFOC home](#)
- [Services](#)
- [Work Order charg](#)
- [Energy Dashboard](#)
- [Recycling](#)
- [Contact us](#)

#### 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**.

## Step 2

Complete all required fields (highlighted in red).

SERVICE REQUEST

Requestor Name*	Phone #*	Request Date*	01/14/2026
Requestor Email*	Notify Me	Request Type*	Web Request
Building Name*	Facility Name	Department Name	Repair Center Name*
Location ID	Akron Campus	Account #	Repair Center Name*
Area #		Status	
<b>Do Not Use This Form for Emergencies</b>			
Request Details (Required: Work needed + Building + Room Number)*			
Additional Comments			
Linked Document	Select Category	Submit Request	

### **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](mailto:pfocservicecenter@uakron.edu)**.

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#### **Need Help?**

For questions or assistance, contact the PFOC Service Center at  
**[pfocservicecenter@uakron.edu](mailto: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*