



TEXAS A&M UNIVERSITY
Facilities & Energy
Services

AggieWorks

A quick step guide to submitting a
project or maintenance request

aggieworks.tamu.edu

AggieWorks Request Portal

Welcome to the new AggieWorks Request Portal

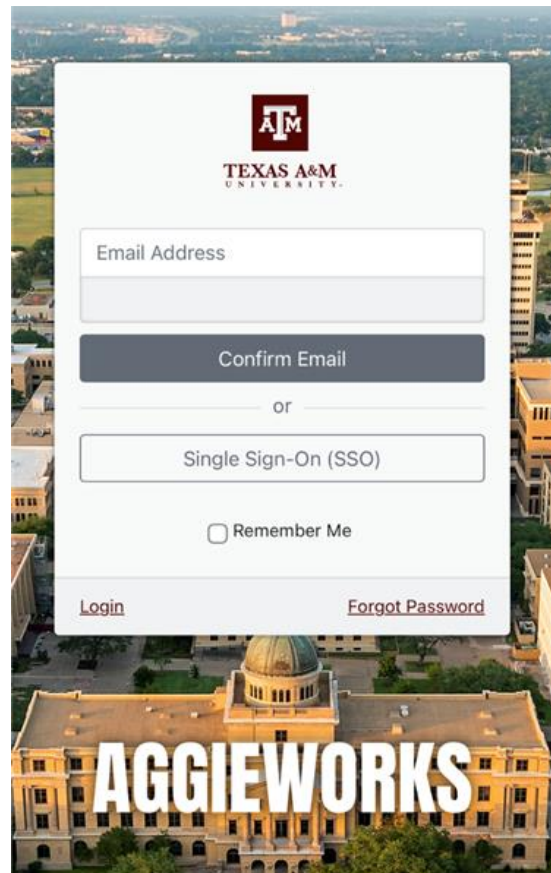
AggieWorks serves as an online request portal for projects and maintenance needs at Texas A&M University. This includes but is not limited to custodial services, minor repairs, space requests, construction or renovation, and signage.

What you can do in the AggieWorks Request Portal

| | |
|--|---|
| Submit an AggieWorks request _____ | 2 |
| Search for an AggieWorks request tile _____ | 5 |
| View status updates on open AggieWorks requests _____ | 6 |
| See additional information requests sent to me _____ | 6 |
| Search for a previously entered AggieWorks request _____ | 7 |
| View my AggieWorks notifications _____ | 8 |
| What to do if I have questions _____ | 8 |

Submit an AggieWorks request:

Step 1: Navigate to the AggieWorks request portal by visiting aggieworks.tamu.edu.



Step 2: Log in to the AggieWorks request portal via the Texas A&M University Single-Sign On (SSO) system.

If you need help with SSO, please visit [technology services single-sign-on page](#).

Sign in


NetID@tamu.edu

Can't access your account?

Back

Next

This computer system and data stored within it are only for authorized purposes by authorized users. Use for any other purpose is prohibited and may result in disciplinary action or criminal prosecution. Usage may be subject to security testing and monitoring. There is no expectation of privacy on this system except as provided by applicable privacy laws. Refer to the [terms of use](#) for more information.

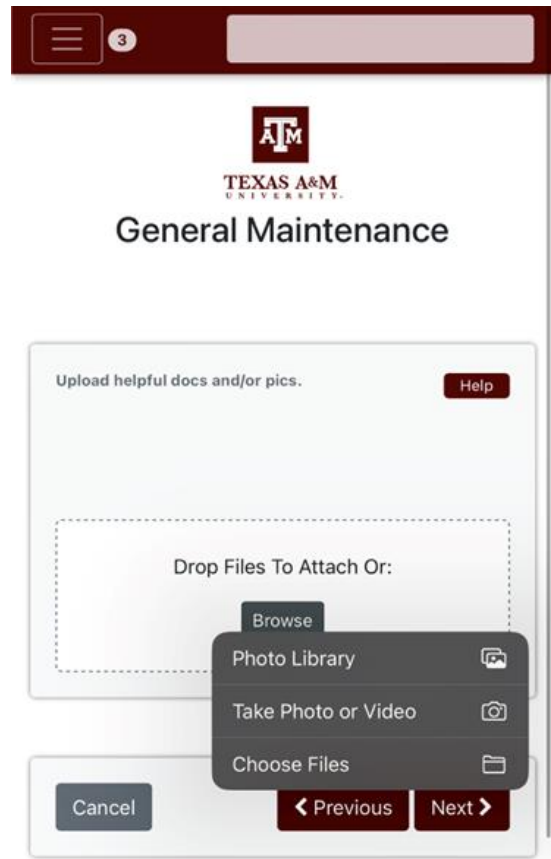
 Sign-in options

Step 3: Search for or click on an available tile that best matches the type of service needed.

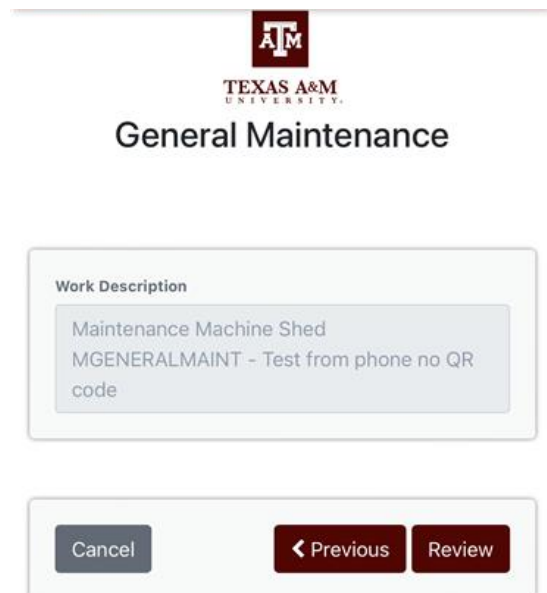
Step 4: Complete the short set of questions asking you to describe the work being requested.

here.' followed by two questions with radio button options: 'Is this request for yourself?*' with 'Yes' and 'No' options, and 'Inside or Outside?' with 'Inside' and 'Outside' options."/>

Step 5: You may attach a document, photo or video to your request.



Step 6: Click to review your work request.



Step 7: Submit your work request.

Upload helpful docs and/or pics.

Drop Files To Attach Or:

[Browse](#)

Work Description
 Maintenance Machine Shed MGENERALMAINT - Test from phone no QR code

[Cancel](#)
[← Previous](#)
[Submit](#)

Search for an AggieWorks request tile

Click on the search bar and enter a search term to view related tiles.

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TEXAS A&M UNIVERSITY

Aggieworks Request Portal

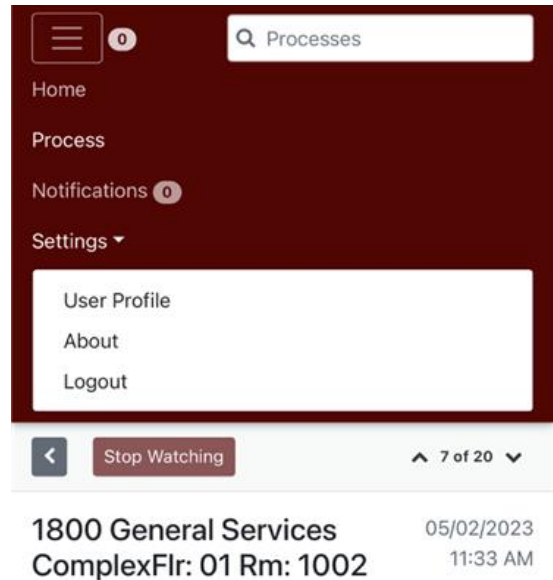
Maintenance



HVAC

View status updates on open AggieWorks requests

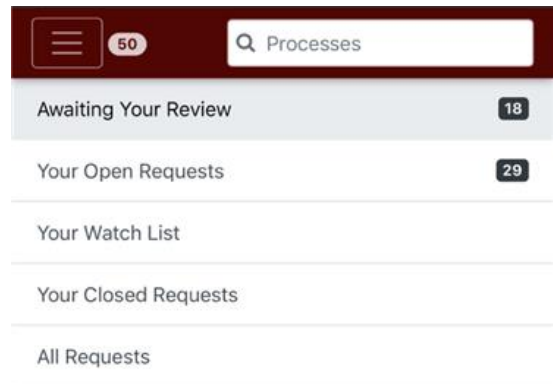
Step 1: Click on the **Process** tab from the main menu to view your open AggieWorks requests.



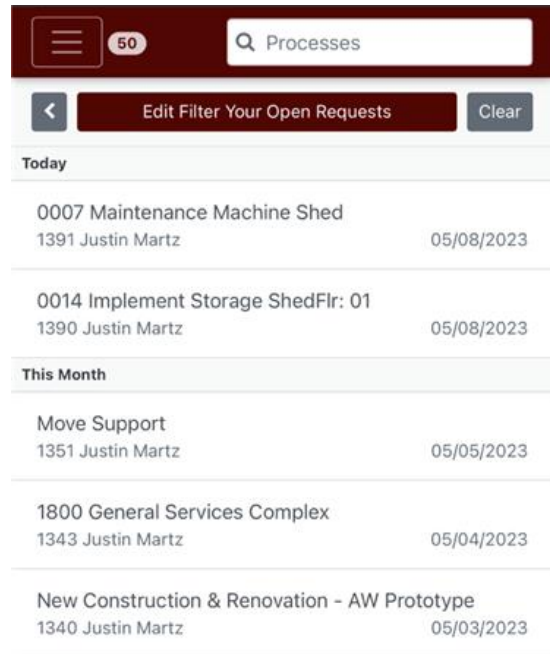
Step 2: Click on the **Your Open Requests** tab to see AggieWorks requests that are currently being reviewed and stage as a work order.

Older requests that have been completed can be found in the **Your Closed Requests** tab.

The facilities team may need additional information to help complete your request or promote it into a work order. Items requiring additional information may be found in the **Awaiting Your Review** tab.



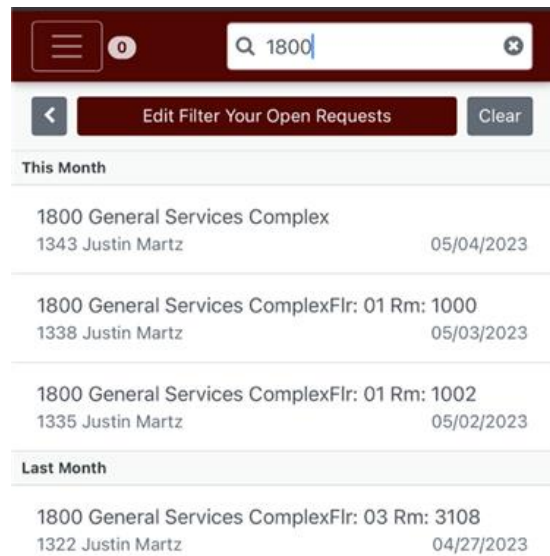
Step 3: Click on an open AggieWorks request to view details.



| Processes | | |
|--|-------------------|------------|
| 50 | | |
| Edit Filter Your Open Requests | | |
| Clear | | |
| Today | | |
| 0007 Maintenance Machine Shed | 1391 Justin Martz | 05/08/2023 |
| 0014 Implement Storage ShedFlr: 01 | 1390 Justin Martz | 05/08/2023 |
| This Month | | |
| Move Support | 1351 Justin Martz | 05/05/2023 |
| 1800 General Services Complex | 1343 Justin Martz | 05/04/2023 |
| New Construction & Renovation - AW Prototype | 1340 Justin Martz | 05/03/2023 |

Search for a previously entered AggieWorks request

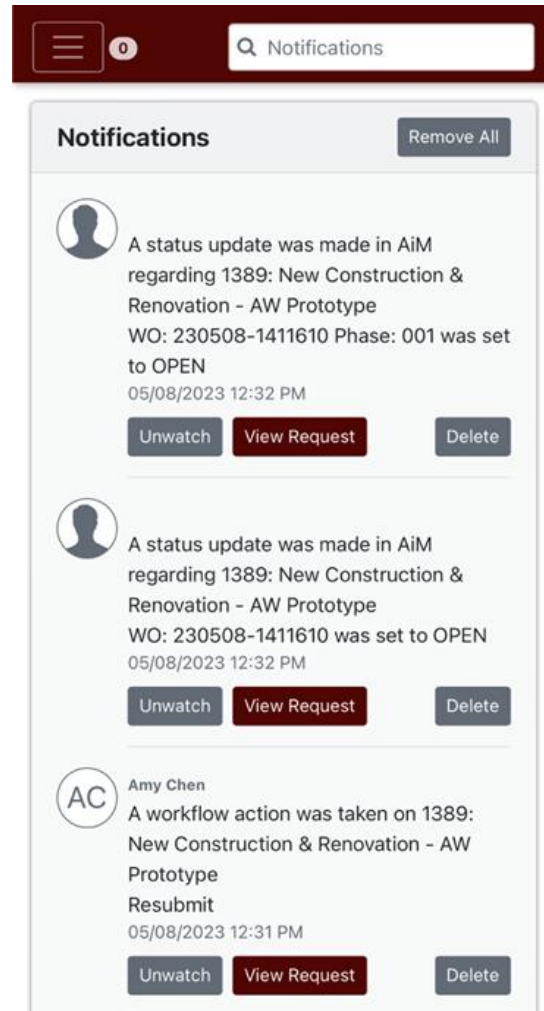
Use the Processes Search tab to enter information and search for any AggieWorks request you have submitted.




| Processes | | |
|---|-------------------|------------|
| 0 | | |
| Edit Filter Your Open Requests | | |
| Clear | | |
| This Month | | |
| 1800 General Services Complex | 1343 Justin Martz | 05/04/2023 |
| 1800 General Services ComplexFlr: 01 Rm: 1000 | 1338 Justin Martz | 05/03/2023 |
| 1800 General Services ComplexFlr: 01 Rm: 1002 | 1335 Justin Martz | 05/02/2023 |
| Last Month | | |
| 1800 General Services ComplexFlr: 03 Rm: 3108 | 1322 Justin Martz | 04/27/2023 |


View my AggieWorks notifications


Step 1: Click on the **Notification** tab to view the details of any request that has had a change in state or has notes from the Facilities team.



Notifications Remove All

 A status update was made in AiM regarding 1389: New Construction & Renovation - AW Prototype
 WO: 230508-1411610 Phase: 001 was set to OPEN
 05/08/2023 12:32 PM
Unwatch View Request Delete

 A status update was made in AiM regarding 1389: New Construction & Renovation - AW Prototype
 WO: 230508-1411610 was set to OPEN
 05/08/2023 12:32 PM
Unwatch View Request Delete

 Amy Chen
 A workflow action was taken on 1389: New Construction & Renovation - AW Prototype
 Resubmit
 05/08/2023 12:31 PM
Unwatch View Request Delete

Have questions?

Contact your [facility coordinator](#) or a member of the [Facilities and Energy Services team](#).



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facilities.tamu.edu