AggieWorks

A quick step guide to submitting a project or maintenance request
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

Search for an AggieWorks request tile

View status updates on open AggieWorks requests

See additional information requests sent to me

Search for a previously entered AggieWorks request

View my AggieWorks notifications

What to do if I have questions
Submit an AggieWorks request:

**Step 1:** Navigate to the AggieWorks request portal by visiting [aggieworks.tamu.edu](http://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](http://technology.services.tamu.edu).
**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.
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.

Search for an AggieWorks request tile
Click on the search bar and enter a search term to view related tiles.
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.

Search for a previously entered AggieWorks request

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

Have questions?
Contact your facility coordinator or a member of the Facilities and Energy Services team.

facilities.tamu.edu