New Asset Essentials work request ticket system.

## Login to

https://assetessentials.dudesolutions.com/cowleycollege

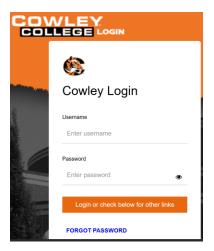
You will need to enter your Cowley College email address.



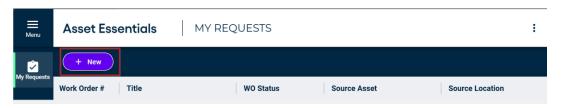
You may need to enter the email address again if you see the following screen.



This will direct you to the Cowley College Login screen.



Click the +New button to enter a new request.

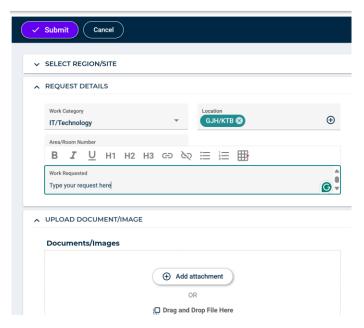


Click the location arrow and select a location. The following shows that you must select the location, the building and then the building again on the right. If you are using a small display device, you may only see the main locations, and not the buildings. Please add the specific location in the Work Requested area.



Select the Work Category for work requested and then enter the specifics of the work request including the specific location and Area/Room Number.

## **Asset Essentials**



You can then select the Submit button to finish the request.