# HOW TO INPUT A REQUEST IN WEBTMA

*Log into WebTMA through the Coyote Portal using your CoyoteID and Password. WebTMA is located under the "Administrative Systems" icon. Contact the Facilities Service Center at X75175 for **all emergencies that could either damage property or be considered unsafe to others**.*

- When you log into WebTMA, the "CSUSB Request Form" should open in a new window.



- The following information auto-populates:
  - Requestor Name
  - Phone #
  - Requestor E-mail
  - Department Name
  - Account # associated with your Department
  - Facility Name: Cal State San Bernardino
    - If you are calling from PDC, then change Facility Name to "Palm Desert Campus"
- If this request is for a vehicle, then input the vehicle # on the "Select Item" dropdown, the rest of the information will auto populate.



- Otherwise, select the Building Name of where the issue or request is occurring.
- Select the Area – Try to be specific and look at the floor plans online to confirm the correct room/area.
  *Note there are options for ROOF, EXT DOOR, OUTSIDE and STAIR. Men's Restrooms start with "MR", Women's Restrooms with "WR", All Gender with "R" or "UR", Corridor with "C", Lobby with "L" and Vestibule with "V"*
- Input an Action Requested – Try to be as specific as possible.
- If you want a copy of correspondence to go to someone else besides you, input their email on the "Request Copy to" field.
- Click on the "Save" Button under the CSUSB Logo 💾 Save.