

Need to report a fault or issue around Campus? *It's easy!*



Simply visit **ehu.ac.uk/MyJobs**
and follow the instructions below.

Report a Repair

1. Log on to ehu.ac.uk/MyJobs using your mobile device, and scan the barcode of the asset if available
2. Select the building and input the room reference e.g. DC 1.08
3. Upload a picture of the issue
4. Complete the mandatory questions and give a brief description when prompted
5. Click 'save' and track the job history

For any queries, please
contact the FM Helpdesk on:
FMHelpdesk@edgehill.ac.uk
or **01695 58 (4455)**