How to Submit a 60 Garden St. (PRESTO) Work Order Request

Click the following url: https://www.netcasters.com/cgi-bin/fas/dms/request.pl

Requires HarvardKey login

Steps
1. Contact Info will auto populate using data associated with HUID (If needed, info can be edited on this form)
2. Drop Down list: select Building name (Type in “Observatory” and select building it is for)
3. Enter Location (room number, floor, area, etc., as appropriate)
4. Select Affiliation (Harvard or SAO)
5. Drop Down list: select Problem (choose OTHER if nothing else on the list is relevant)
6. If needed, provide a brief description in the c box
7. Click on the Submit Work Request button to submit

Once submitted, the request goes to the local building operations staff, and a system generated email is sent to the requestor