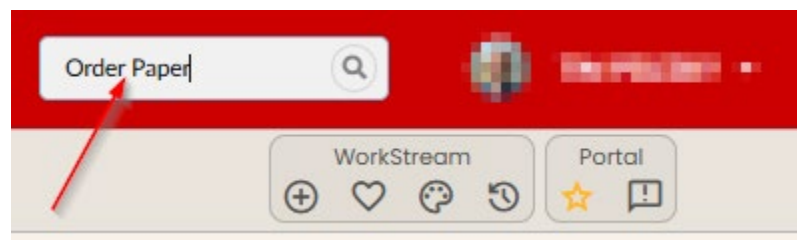


Ordering Paper through the Faculty/Staff Portal

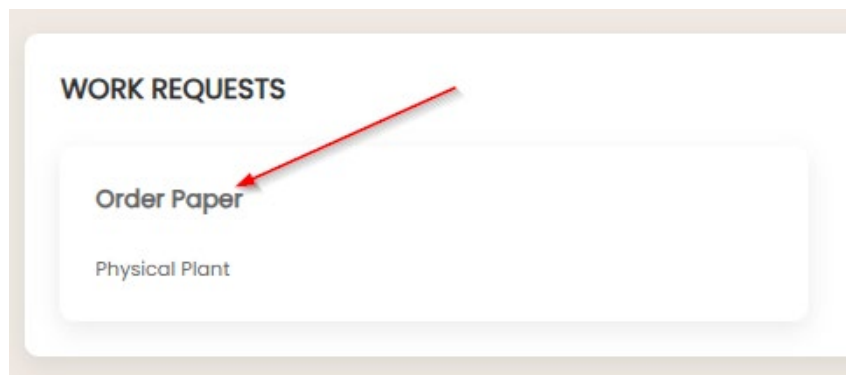
The Physical Plant now accepts paper orders through the [Faculty/Staff Portal](#), using our newly installed “WorkStream” tools. You can access the order form using any of the following convenient methods:

METHOD ONE – PORTAL SEARCH

1. Enter “**Order Paper**” in the **Search/Filter box** at the top of the portal **and press Enter** (or click the Search button):



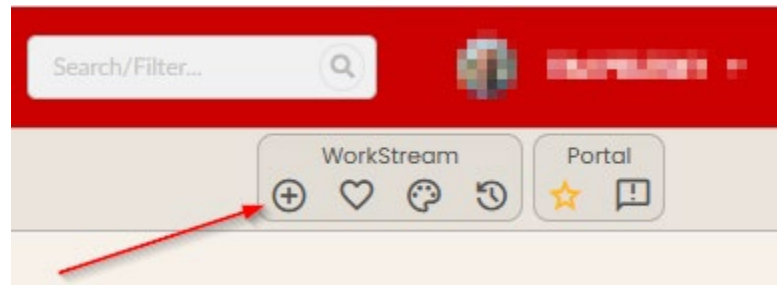
2. Click “**Order Paper**” under the search results:



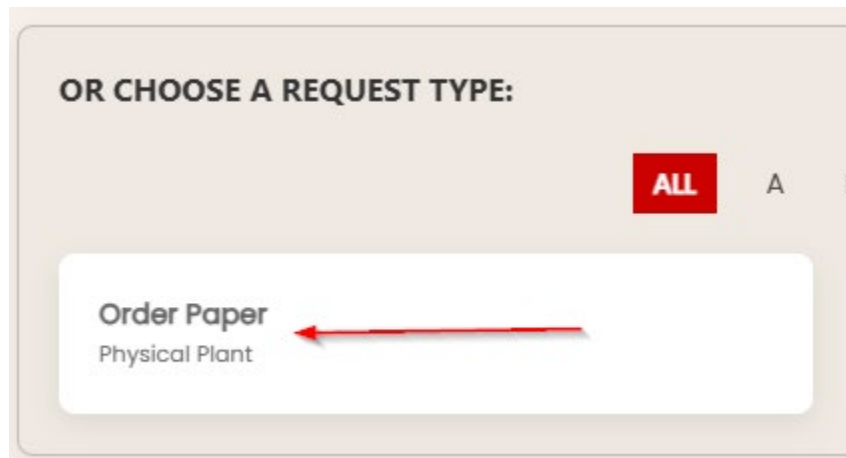
METHOD TWO – USE THE CREATE WORK BUTTON

(NOT AVAILABLE ON MOBILE)

1. Click the “**Create Work**” button located in the portal navigation bar:

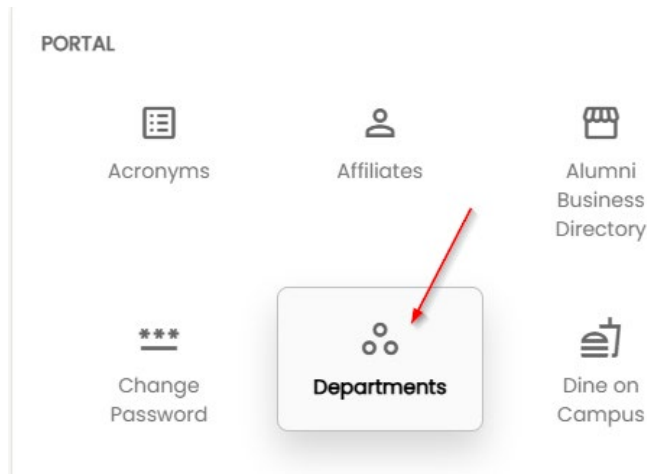


2. Choose the “**Order Paper**” request type:



METHOD THREE – NAVIGATE TO THE PHYSICAL PLANT DEPARTMENT

1. Open the [Departments app](#) in the portal:



2. Select the **Physical Plant** department:



3. Click the **Request Work** button (or select the Request Work menu option):



4. Click the **“Order Paper”** request type:

