

# How to Create a Maintenance Request

You can use the MiTech Helpdesk to request help from the maintenance department of your local district. This will allow you to receive email's regarding updates and any changes in the request. You can also look at historical information about your requests. To use the MiTech Helpdesk System, do the following:

Open your browser. Go to [support.swmitech.org](https://support.swmitech.org)

Log in using your Windows account user name and password. (The same one used to log into your computer)

**SOUTH WEST**  
**MiTech** SW MiTech Help Desk

**i** Welcome to the SW MiTech/MiCase Help Desk!  
Alternate contact methods:  
**SW MiTech Clients:**  
Email: [support@swmitech.org](mailto:support@swmitech.org)  
Phone: 269-250-9280  
**MiSuite Clients**  
Email: [support@misuite.org](mailto:support@misuite.org)  
Phone: 269-250-9270

**Log In**

User Name  
firstname.lastname

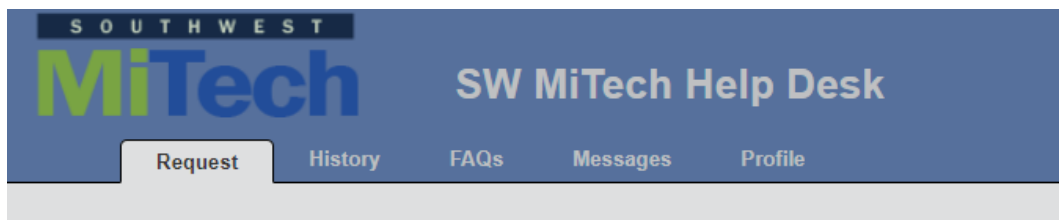
Password  
\*\*\*\*\*

Remember me

Log In

[Forgot Password](#)  
[New Account](#)

Once logged in, select request type “Maintenance & Facilities” and continue filling out the remaining fields.



### Help Request

Request Type

Subject

Instructions 

This request category is strictly for the Maintenance Department, not technology related tickets.

Request Detail

Room Number\*

Best Contact Number  ⓘ

Attachments

Location

Click “save” and the request will be sent to the Maintenance department for review.