

## ***How to submit a Maintenance Request for University Columns/ Varnado Hall***

University Columns: <https://portal.campushousing.com/NSU-University-Columns/Default.aspx?Params=L9ezxPcQnQuRGKTzF%2b4sxeNblvAA%2b26c& ga=2.187613162.351874609.1537974394-1602859120.1532617229>

Varnado Hall: <https://portal.campushousing.com/NSU-Varnado-Hall>

### **Step by step directions:**

Click on – *Current residents*

Select – *Submit Maintenance Request*

Follow the on screen prompts. You will utilize your log in and password for the resident portal that you used when doing your lease.

Then click on - ***Maintenance Requests***

Click on - ***New Job***

Select - ***Category, Item, and fill in description, check the box beside I understand, and click save and close.***

**NOTE – include your name and phone number in the Description.** Be as detailed as possible, ex. Light bulb out in kitchen, etc.

## ***How to submit a Maintenance Request for University Place***

Please see the directions below or follow the direct link:

Go to: <https://www.impaksolutions.com/clv/>

### **Step by step directions:**

Right hand top corner - click current residents

Scroll to the bottom and click the click here button under submit a maintenance request

**NOTE – include your name and phone number in the Description.** Be as detailed as possible,

ex. Light bulb out in kitchen, etc.