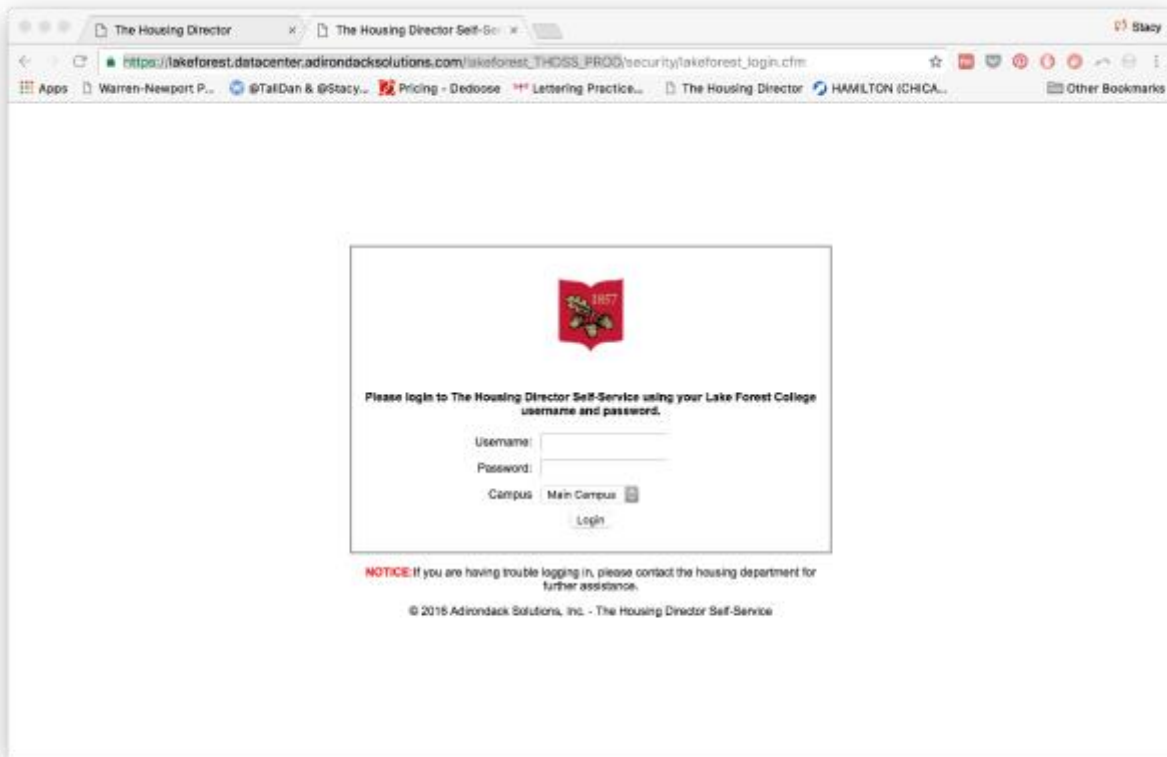


Log into the housing portal at https://lakeforest.datacenter.adirondacksolutions.com/lakeforest_THDSS_PROD using your College computing credentials.



The screenshot shows a web browser window with the URL https://lakeforest.datacenter.adirondacksolutions.com/lakeforest_THDSS_PROD/security/lakeforest_login.cfm. The page features a central login form with the Lake Forest College logo at the top. The form contains the following fields and elements:

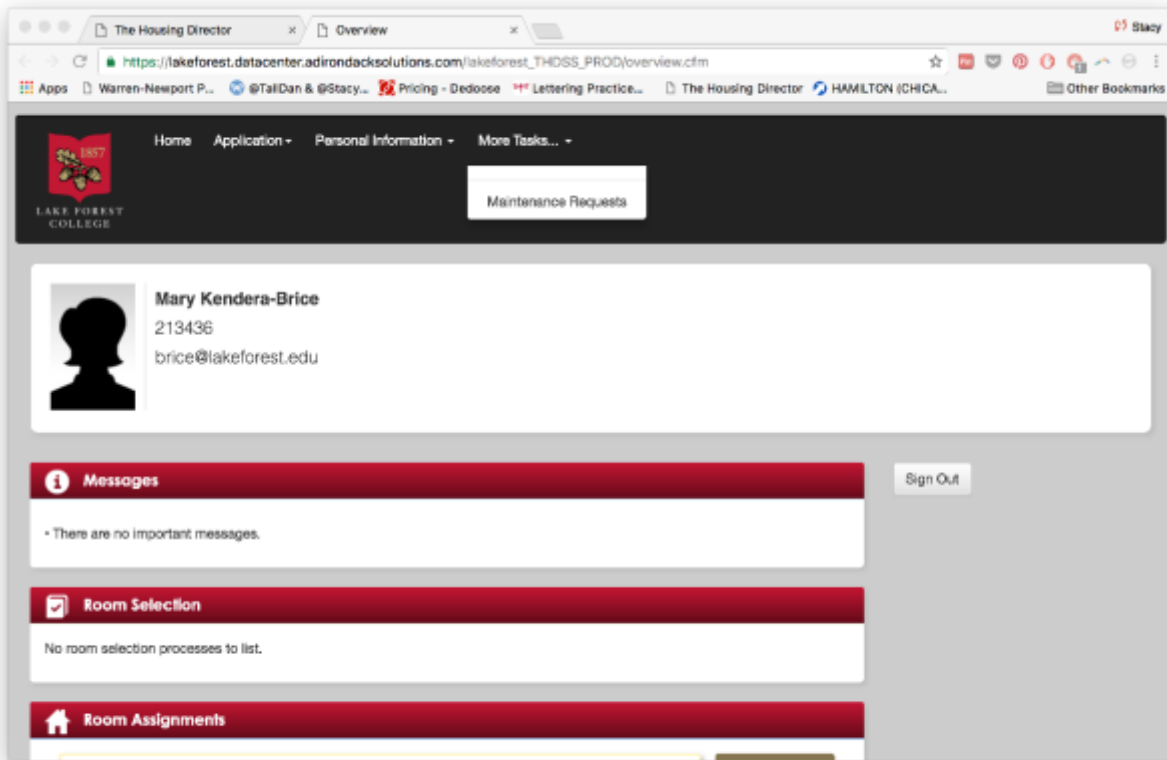
- A heading: "Please login to The Housing Director Self-Service using your Lake Forest College username and password."
- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Campus:" label followed by a dropdown menu currently set to "Main Campus".
- A "Login" button.

Below the form, there is a red "NOTICE" and a copyright notice:

NOTICE: If you are having trouble logging in, please contact the housing department for further assistance.

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On the Overview screen, click on More Tasks in the top navigation and choose Maintenance Requests.



Choose your current residence hall from the dropdown menu of options.

The screenshot displays a web browser window with two tabs: 'The Housing Director' and 'Work Orders'. The address bar shows the URL: https://lakeforest.datacenter.adirondacksolutions.com/lakeforest_THDSS_PROD/workorder.cfm. The browser's bookmark bar includes 'Apps', 'Warren-Newport P...', '@TalDan & @Stacy...', 'Pricing - Dedoose', 'Lettering Practice...', 'The Housing Director', 'HAMILTON (CHICA...', and 'Other Bookmarks'. The page header features the Lake Forest College logo (1857) and navigation links: 'Home', 'Application -', 'Personal Information -', and 'More Tasks... -'. The main content area has a red header for 'Maintenance Requests' and a white box stating 'There are no current maintenance requests for your room.' Below this is another red header for 'Submit a New Maintenance Request' and a form with a 'Hall:' label and a dropdown menu containing 'Select a Hall'. The footer contains the copyright notice: '© Adirondack Solutions, Inc - The Housing Director Self-Service v4.1.0'.

Choose your room number from the drop down menu and then select a category that best describes the nature of your work request.

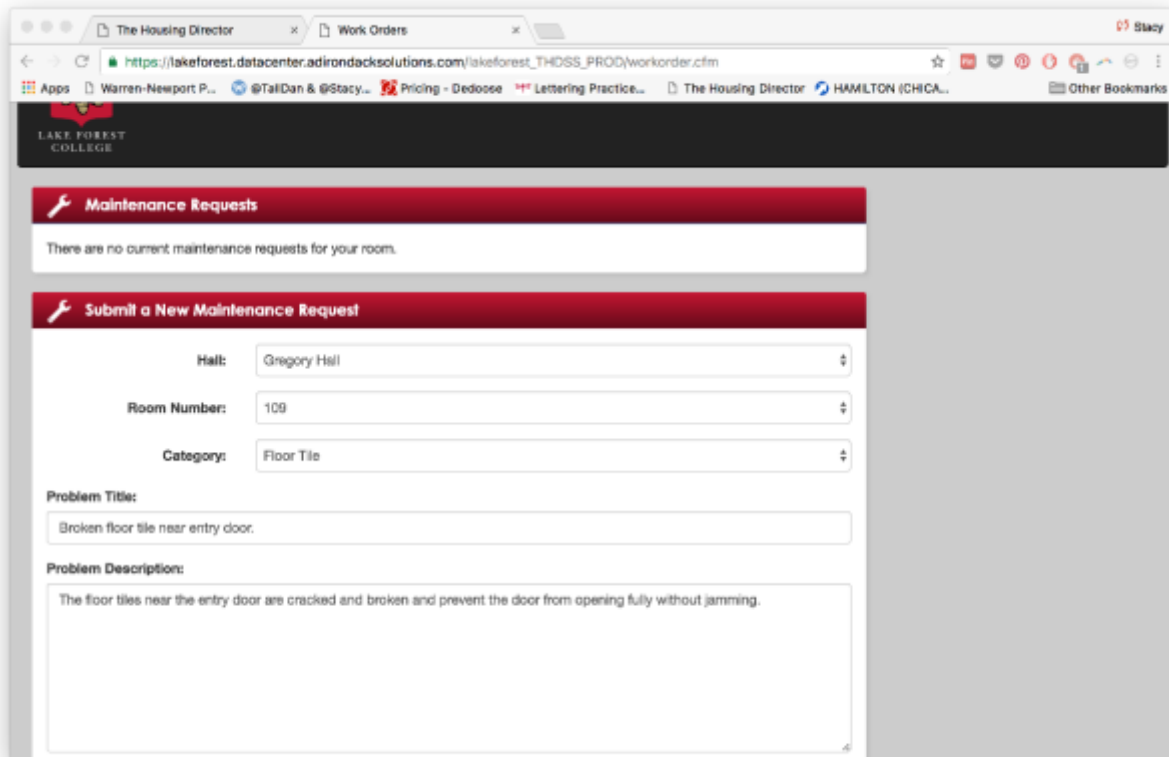
The screenshot shows a web browser window with two tabs: "The Housing Director" and "Work Orders". The address bar displays the URL: https://lakeforest.datacenter.adironacksolutions.com/lakeforest_THDSS_PROD/workorder.cfm. The browser's bookmark bar includes "Apps", "Warren-Newport P...", "@TalDan & @Stacy...", "Pricing - Dedoose", "Lettering Practice...", "The Housing Director", "HAMILTON (CHICA...", and "Other Bookmarks".

The page content features the Lake Forest College logo in the top left. Below it is a red header with a wrench icon and the text "Maintenance Requests". Underneath, a white box contains the message: "There are no current maintenance requests for your room."

A second red header with a wrench icon and the text "Submit a New Maintenance Request" is located below. This section contains a form with the following fields:

- Hall:** A dropdown menu with "Gregory Hall" selected.
- Room Number:** A dropdown menu with "108" selected.
- Category:** A dropdown menu with "Floor Tile" selected.
- Problem Title:** A text input field.
- Problem Description:** A larger text area for detailed input.

Provide a brief problem title (10 words or fewer) and then a problem description. Please be as detailed as possible in the problem description to help the Facilities Management staff locate and repair the issue.



The screenshot shows a web browser window with two tabs: "The Housing Director" and "Work Orders". The address bar displays the URL: https://lakeforest.datacenter.adironacksolutions.com/lakeforest_THDSS_PROD/workorder.cfm. The browser's bookmark bar includes "Apps", "Warren-Newport P...", "@TalDan & @Stacy...", "Pricing - Dedoose", "Lettering Practice...", "The Housing Director", "HAMILTON (CHICA...", and "Other Bookmarks".

The page content features a dark header with the "LAKE FOREST COLLEGE" logo. Below this is a red navigation bar with a wrench icon and the text "Maintenance Requests". Underneath, a white box states: "There are no current maintenance requests for your room."

A second red navigation bar contains a wrench icon and the text "Submit a New Maintenance Request". Below this is a form with three dropdown menus:

- Hall: Gregory Hall
- Room Number: 109
- Category: Floor Tile

The form also includes two text input fields:

- Problem Title: Broken floor tile near entry door.
- Problem Description: The floor tiles near the entry door are cracked and broken and prevent the door from opening fully without jamming.

Click Submit when complete.

Your work order is reviewed by a member of the Office of Residence Life staff, who will submit it to Facilities Management for action or contact you for additional details. You can view the status of your submitted work orders at any time by coming to this screen in the housing portal.