

Welcome to the new Facilities Work Order system powered by Manager Plus.

To begin, click on this link (save as a favorite in your browser for future use):

<https://nyit.managerpluscloud.com/lt/portals/portal>

First Time Users: Click the “Forgot Password” link, then enter your e-mail on the next screen. You will receive an e-mail prompting you to reset your password. Once you reset your password, type in your e-mail and password to login.

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Sign In

Email

Password

Keep me logged in [Forgot Password?](#)

Sign In

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Enter your email to receive a password reset link.

EMAIL

Send Cancel

Portal Request Form

Enter a new Request: Click “New Request”



Work Requests

New Request

Portal Request Form

Subject: Brief description of work request (Ex. Light out)

Subject*

Light Out

Detailed Description: Describe in detail the work needed to be done (Ex. Light above my desk is out)

Detailed Description

Light above my desk is out.

Entity: Select Long Island or New York City campus

Entity*

Select an entity



LONG ISLAND

NEW YORK CITY

Building: Select Building, scroll down to see all buildings

Building

Select a value...



- ANNA RUBIN HALL
- BALDING HOUSE
- BALDING HOUSE BARN
- BEAR'S DEN
- CHILLER PLANT
- DESEVERSKY GATE HOUSE
- EDUCATION HALL
- EH&S SHED
- FIELD HOUSE
- FOOD SERVICES
- GERRY HOUSE

Room: Start typing room number or room name and list will appear, select room

Room (Start Typing Room # or Room Name)

140



140 - Gymnasium - Field House

Priority: Select Priority

Priority*

Normal



- Critical
- Major
- Normal
- Minor

Category: Select category of work

- ACCESS CARDS
- APPLIANCE REPAIR
- BATTERY REPLACEMENT
- BLIND REPAIR
- BOTTLED WATER
- CARPENTRY
- CARPET CLEAN
- CARPET REPAIR
- CEILING REPAIR



Date Due: Date you need work completed by

Date Due*



Time: Time you need work completed by

Time*

Add attachment: Please attach any documents (additional information, pictures, etc.) in support of your work request

Add link: Please attach any links in support of your work request

Portal Notification Icons (Right hand side of Portal)

-  **Wrench:** Work Request has been reviewed and a Work Order has been created and assigned to appropriate staff
-  **Triangle with Exclamation Point:** A major or critical priority has been assigned to the Work Request
-  **Bell:** New Work Request, not yet reviewed and assigned
-  **Paperclip:** File attached to Work Request
-  **Speech Bubble:** Note added to Work Request (click work request to view)

Important Information

Work Requests: Work requests submitted between 8am and 3pm on weekdays are generally reviewed and approved the same day. Work requests received after hours will be reviewed the following business day.

Set-up request: Please provide 72 hours advance notice when requesting a set-up for a class or event. You must have a confirmed space reservation prior to entering your facilities set-up request. Large events require a minimum 3 weeks advanced notice and a walk through with Facilities and Security.

Facilities Emergencies: Facilities staff can be reached through the Campus Security Office at the following numbers: Long Island: 516.686.7789 and New York City: 646.273.7789

Questions/Comments: Please e-mail FacilitiesWorkOrders@nyit.edu