

WARWICK
Estates Office

Text only | Notify | Kathy Webb

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Estates staff intranet » »

We plan, design, build, maintain and repair the Warwick campus.

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Help Desk online »

Latest news

New grounds next to the National Automotive Innovation Centre now open

Warwick Arts Centre's temporary theatre opens

New and enhanced sports facilities

Arts Centre refurbishment starts

Sherbourne Extension complete

1.

Enter the Help Desk portal here. You can save it to your bookmark bar for regular access



University of Warwick Service Desk

login

Please login using your IT Services username and password

Username:

Password:

Login

2.

Sign in with your normal Warwick sign in. It will remember you for next time.



University of Warwick Service Desk

Add Request | Search for Request | Logout | Print

Submit Job | Search | Work Outstanding | New Requests | Rejected Requests | Edit Noticeboard | Feedback Search

Search

How can we help?

(To help us direct your request to the most appropriate expert please select from the following options).

- [At Wellesbourne Campus](#)
- [In a Warwick Academic or Commercial Building](#)
- [In a Warwick Student Residence](#)
- [In or around the University campus](#)
- [In Staff or Family Housing](#)
- [Information Requests](#)

3.

Select the final option "Information Requests" otherwise it will not reach our team

How can we help?

Please tell us 1) who you are, 2) where the problem is, and finally 3) how can we help?

Fields **labelled in red** are required.

1) My Details

If you are an existing member of staff or student then your details will be completed for you

My Name:

Extension Number: (Correct or amend as required)

Email Address:

Department:

Budget details:

Please enter information into the following fields relating to the budget details of the request.

4.
The request will come up automatically populated with your details.

2) Where's the problem ?

Please select the University building or feature (i.e.Car Park or Road etc)

Site Location:

Building or Feature:

Floor Location:

Room Location:

Location Description:

5.
Fill in all these drop down boxes

3) How can we help?

Enter the details of your request

Service: Information Requests

Request Details, Symbols " % + < > are not allowed: (up to 1000 characters)

Attachments:
Attachments can be a maximum size of 4MB.

Attachment No file chosen

Attachment Description

6.
Fill in the request details with as much information as you can, whether you require electrical, mechanical or building fabric, other details such as roof, ceiling etc., an approximate year of works if applicable and supplier if known. The more information you provide the quicker your information can be found.

7.
Finally hit "Post." You will then receive an email confirming your request. The standard supply time is 10 days. If your enquiry is more urgent please also email the team and let them know, or come over and speak to us.
When the information has been found and you have selected what you require, you will then have an option to request a paper copy of the information, or have it sent to you digitally or both.