

Maritime College Work Order Processing Procedures

The work order system the college uses is called **Megomation**. From any computer you can access the college work order system through the Internet. The address of the work order system is <http://142.176.131.20/suny.htm> .

Once you have accessed the work order system a simple worksheet will appear. Fill in all of the blank information with the requested information. Please put as many details as you can in the large blank square when filling in the blanks.

When you have completed the form scroll to the bottom and press the submit button. A page will then come up with a work order number you should write down to assist in tracking in the future.

If you have any questions please call the Physical plant Office.