WSU Spokane’s New Work Request System Tutorial (Draft)

What issue are you reporting? Click the relevant tile above.
Note – you will first encounter a log-in screen when accessing ReADY. Like other WSU apps, you will log in using single sign-on.

On the next two screens (just one shown here), you’ll review the info and submit.

On this next screen, you’ll tell us the location of the issue.

Then you’ll give us more detail about the issue and can attach a file, if necessary. Photos are supremely helpful!

Once submitted, FacOps is on the case. Come back to ReADY at any time and click on the “Process” link to view requests, check order status, and communicate with us directly!