Submit a Workorder Through the Alemba Self Service Portal


Below Commonly Requested Services, select Log an IT Call. This takes you to the Log a Call screen.

Since you are logged into Alemba, the call is created under your name. If you are entering the call for a different person, place a check next to, “I am reporting this for someone else”. Begin typing their name to select them.

Optional Fields:
- Adjust the Impact if your service request or issue affects multiple people.
- Enter a Building and Room if your Call is connected to a specific location.

ADD A DETAILED DESCRIPTION: When reporting a problem or request work, include details like computer name, error message, or task you need completed. A Service Desk Analyst will use your detailed description to route your call to where it needs to go.

Click Submit to send your Alemba Call to the IT Service Desk.