How to Submit FAS (PRESTO) Work Order Requests
For use regarding FAS managed buildings and facilities, and available to anyone with Harvard ID credentials

Click the following url: https://www.netcasters.com/cgi-bin/fas/dms/request.pl
Requires HarvardKey login

Steps
1. Contact Info will auto populate using data associated with HUID (If needed, info can be edited on this form)
2. Drop Down list: select Building name (If needed, click on Harvard Campus Map button for reference)
3. Enter Location (room number, floor, area, etc., as appropriate)
4. Drop Down list: select Problem (choose OTHER if nothing else on the list is relevant)
5. If needed, provide a brief description in the Problem Detail box
6. Click on the Submit Work Request button to submit

Once submitted, the request goes to the local building operations staff, and a system generated email is sent to the requestor.

Note: The GO TO FURNITURE REQUEST button can only be accessed by authorized furniture requestors.