



Enter Account information and a database to login.

Account Name

\* Account name required!

student

Password

\* Password is required

student

Database

RESLIFE

\*Database name required!

## Welcome to MPulse!

This is your guide to submitting a maintenance request to the NCSA Housing Office

1. Visit the NCSA website at [www.ncarts.edu](http://www.ncarts.edu)
2. Click on the link [For Students](#).
3. Click on the link [Student Info & Forms](#).
4. At the bottom of the page, choose the link [Maintenance Request Records](#).
5. Enter username & password (username- student and password- student).
6. Select the maintenance request records icon.
7. Please provide a brief description with the nature of your request, then press tab.
8. Enter your name, then press tab 2 times.
9. Enter your contact number, then press tab.
10. Enter email address, then press tab.
10. From Location drop down menu, choose a location.  
(ex. Residence Hall C )
11. From Asset Type drop down menu, choose the asset type **ROOM RECORDS**.
12. From Asset drop down menu, choose an asset.  
(ex. RH-C1-RM101)
13. Select a category. (normal or urgent)
14. Please provide a **detailed** description with the nature of your request.
15. Select **Submit**.



If you have any questions about submitting a maintenance request please call the housing office at 770- 3280.



**\*Please check the website in 24 hours to view the status of your maintenance request.**