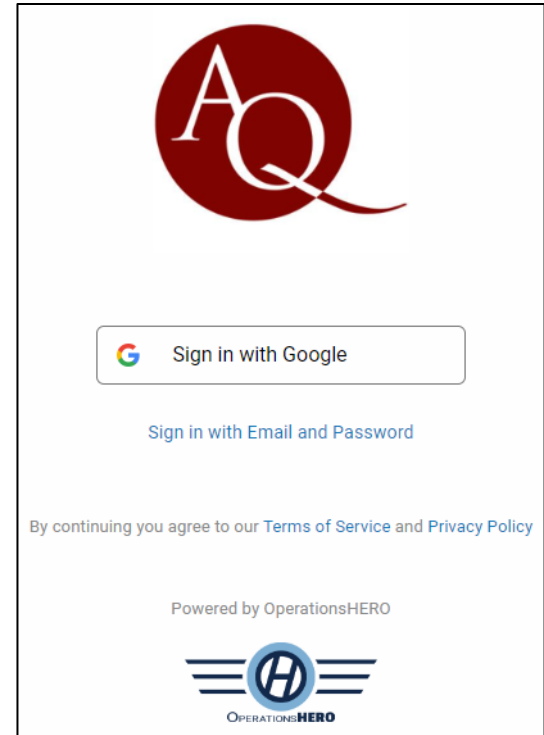# How to Submit a Request in HeroHQ – Aquinas College

You may submit a Work Request from any device such as a Phone, Tablet, or Computer. All you need is access to the internet.

This is your school's personalized link. Visit the following site from your web browser and mark it as a bookmark for future use: https://auth.operationshero.com/login?accountId=6be6f258-78b5-4151-90e6-4588b448c790

Make sure you use your **Aquinas College** email account
ex: smithd@aquinas.edu

Click the "Sign In with Google" button to get started.

How to Submit a Request in HeroHQ – Aquinas College

1. Once logged in, click the **New Request or Create** button

2. Choose the **Workflow based on your request type.** Each one has a description you can read through.

3. For the **Category,** type out the word closest to your issue or select on in the dropdown.

4. Pick your **Location (Building and Room)** where the work needs to be done and it will save it for the next time you submit a Request

How to Submit a Request in HeroHQ – Aquinas College

5. Enter the **Description**/**Summary** of your problem and any other details that will be helpful for the team.

6. If needed, upload/take a picture with your mobile device or **Upload Files** from your computer**.**

7. Finally, Click '**Save Request**'.

Description/Summary

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Please replace the light bulb above my desk. Thanks!

⬆ **Upload Attachments**

Drag and drop here or Select Files
You can add images, pdfs, or docx

Cancel

Save Request

How to Submit a Request in HeroHQ - Aquinas College

Access to Your Settings

If you would like to change the emails you receive follow these steps:

1. Click on your name
2. Select User Profile
3. Toggle On/Off Notification Settings
4. Turn on 'Email me when my requests change to one of these statuses'

You can also turn on "Dark Mode" and Have the system remember your last Location as well.