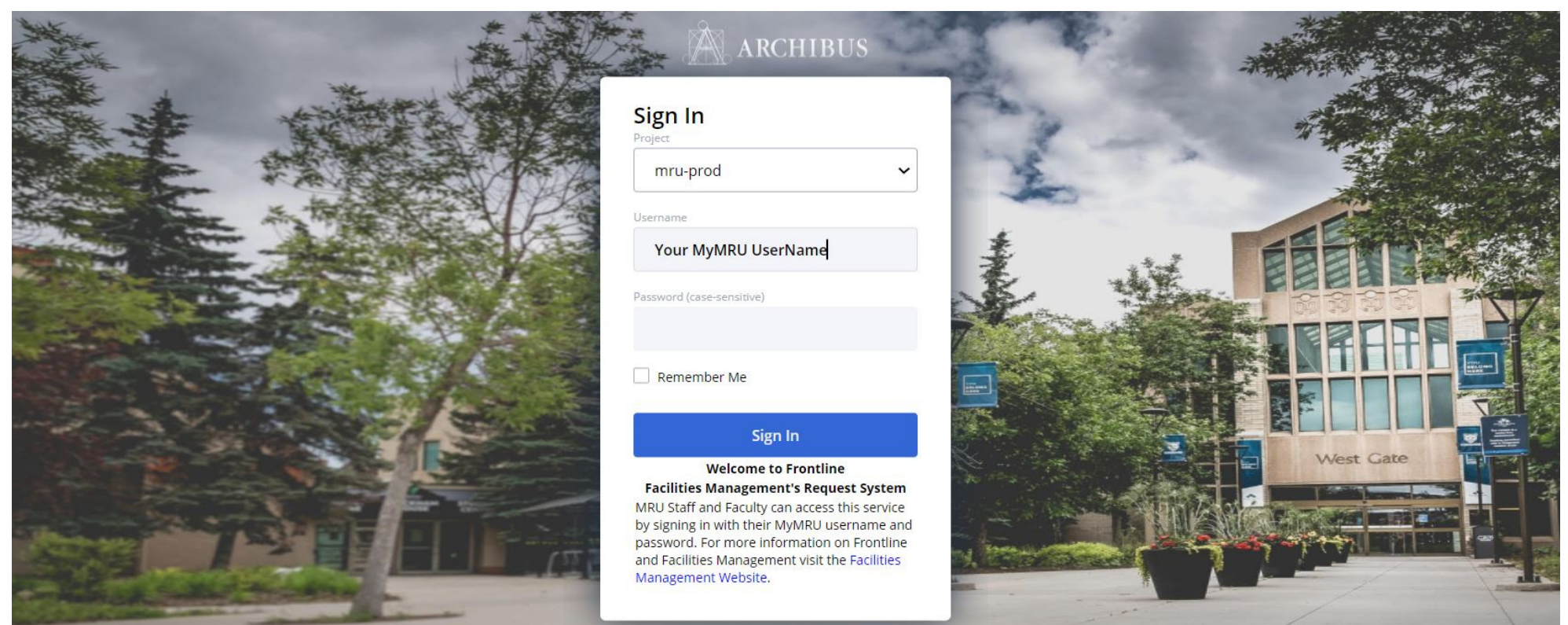# How to Submit a Request in Frontline

1

In Chrome or Firefox go to the MRU Frontline Website (https://mrufrontline.mtroyal.ca/archibus)

2

Sign-in with your MyMRU username and password

3

Select "Create Service Request" on the Navigation Bar

Select the type of Request you want to place. If unsure, select "Maintenance/Repairs"

4

Enter the Best Phone Number to contact you at

Begin entering the room number and select from the results below
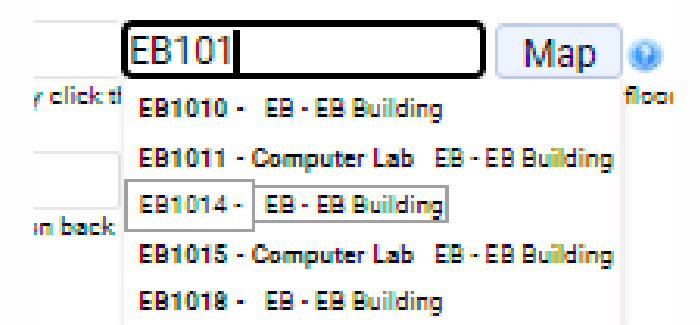
Enter your request details here

Click Submit to complete your request

5

mrufrontline.mtroyal.ca says

You created a work request with id 80852

This is your Work Request Code. Use this to look up the status of your request later on.

Or: Call the Call Center 403.440.6417 or email mrufrontline@mtroyal.ca
https://www.mtroyal.ca/FacilitiesManagement

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