SpiriTrust Lutheran®, The Village at Shrewsbury Resident WorxHub Access Instructions
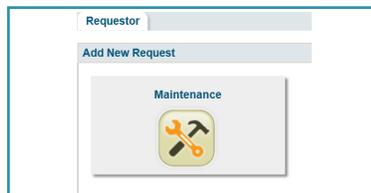
1. Begin by opening your internet browser. Depending on which internet browser you use, it may look slightly different than the graphic below. (Common browsers include Internet Explorer, Mozilla Firefox, Safari and Google Chrome.)

2. Type **stl-shrewsbury.theworxhub.com** into the browser menu at the top of the page.

TheWorxHub ✕ +

← → C 🔒 stl-shrewsbury.theworxhub.com/Global...w?RetumUrl...)
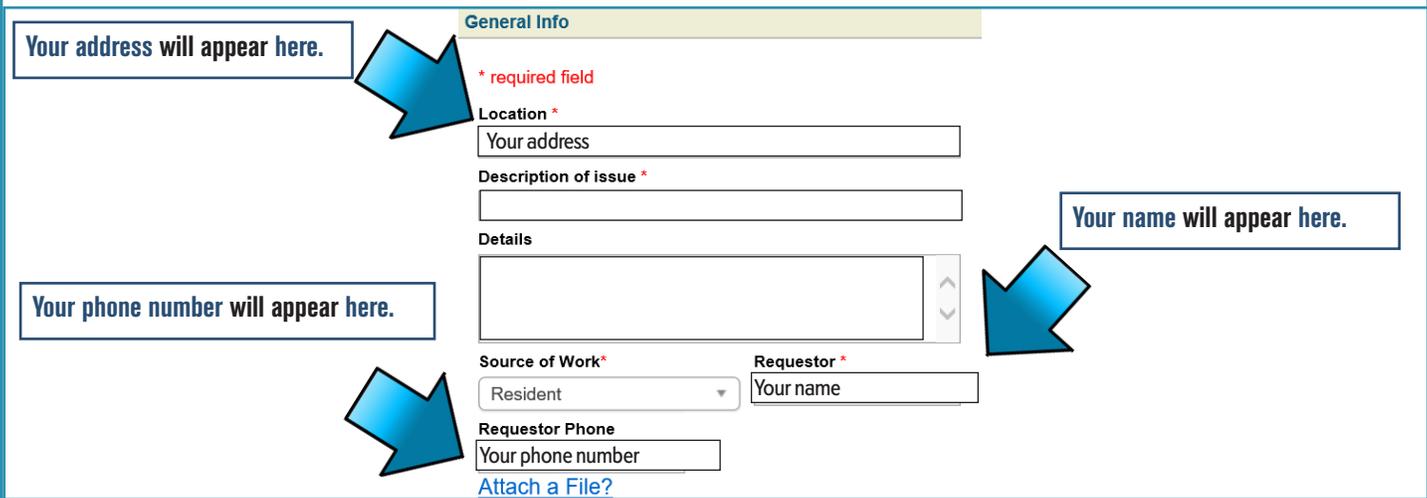
Type stl-shrewsbury.theworxhub.com here.

3. You should have received your login information from your Director of Facilities. If you do not have your login information, contact **Ron Bosley** at **717.227.3000, ext. 30008** or rbosley@spiritrustlutheran.org.

4. Enter your **username** and **password**.
   Note: If you are on your personal device, click **stay logged in** to save your username and password.

TheWorxHub™
by Dude Solutions

Enter your username & password here.

Welcome!
Login to get going!

Username

Password

☐ Stay logged in.

Login   Forgot your password?

Click stay logged in.

5. Click on the **Maintenance tab**.

Requestor

Add New Request

Maintenance

6. The **New Maintenance Request Form** will open with your address and phone number.

Your address will appear here.

General Info

* required field

Location *
Your address

Description of issue *

Details

Your name will appear here.

Your phone number will appear here.

Source of Work*   Requestor *
Resident   Your name

Requestor Phone
Your phone number

Attach a File?

7. If you would like to receive email updates on the progress of your work order, click the **Subscribe to email updates** in the top right corner of the form.

8. Complete your request as shown below by providing a **description of the issue** and **details** of your request.

General Info

Type the description of your issue here.

required field

Location *

Your address

Description of issue *

Light bulb burned out

Details

Master bedroom ceiling fan needs a bulb replaced.

Type the details of your request here.

Source of Work*

Resident

Requestor *

Your name

Requestor Phone

Your number

Attach a File?

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9. Click on the **Permission to Enter** checkbox if you give permission for a building & grounds team member to enter your home if you are away. If you do **not** give permission for a team member to enter your home when you are away, do **not** check the **Permission to Enter** checkbox.
   Note: Please enter any important information below the check box if neccesary. For example, I have a cat. Please do not let her out by accident.

✔ **Permission to Enter?**

I have a cat. Please do not let her out by accident.

☐ **Permission to Enter?**

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10. Click **I'm done!** to submit your request into the system. If you have an additional request, click **Add Another** to open a new form.
    Note: Please submit **one work request per form**. For each new work request, please complete and submit another form. To check on the status of your request, call the **reception desk** at **717.227.3000.**

I'm Done!   Add Another

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