

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:



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5. Enter the Description/Summary

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

7. Finally, Click 'Save Request'.



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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.

