



Achieving success, one student at a time!

St. Louis Park Public Schools

District Offices

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www.slpschools.org

We are very excited to announce that we are ready to release our new workorder and maintenance system. Effective today May 28th, we will be using a web accessible software application called Maintenance Direct. The software can be accessed from any device with web browsing capabilities, from any location! This includes from your school, your smart-phone, or even from home. You can fill out your location as well as a description of your request or issue. Your request will route electronically through the approval process and you will receive email updates about the status of your request.

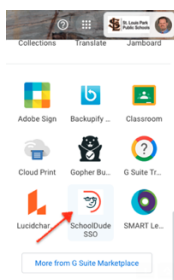
The application is provided by SchoolDude.com; with more than 6,000 clients, School Dude is the nation's leading provider of on-demand operations management solutions designed exclusively for the unique needs of educational professionals. School Dude's easy to use, affordable solutions help both small and large educational institutions save money, increase efficiency, and improve services.

Benefits of using this new process

- reduce the amount of time it takes to handle requests
- share information regarding repairs
- track progress of work requests
- reporting
- manage our schools' operations and maintenance needs and more
- assists with proactive and prevent issues before they happen

There are two ways to access our work order system:

1. google app grid



2. Choose a browser or click/use this link

<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=2014981120>

Once you get to School Dude:

- Enter your email address to log in. No password is required.
- Complete five questions with the information pertaining to your request.
- You can upload a photo if you would like however it is not required.
- Click submit and your workorder is submitted.

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form. SUBMITTAL PASSWORD: slpschools283

Step 1 Please be yourself, click here if you are not Bridgett Phimister

First Name Bridgett	Last Name Phimister	Email phimister.bridgett@slpschools.org
Phone	Pager	Mobile Phone

Step 2 Location

-- Select Location --

Area -- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

ADA Accommodations	Cleaning	Clocks/Belts	Doors and Hardware
Electronic Door Access	Elevators	Event Setup	Furniture Repair
Grounds	Heating/Ventilation /Air Conditioning	Indoor Air Quality	Key and Lock
P/A System	Parking	Pest Control	Pick Up
Playground	Restrooms	Sewage/Septics	Sidewalk/Walkway

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7

NOTE: You will receive the following notifications.

Once you submit your ticket, you'll receive an email that confirms we've received your message.

This new process is a District Wide best practice and it's the only way to guarantee prompt service. You will need to submit a request, to have your issue or concerns addressed.

Thank you for your time and patience with us while implementing our work order system. We are looking forward to working with you and Maintenance Direct, School Dude.

Bridgett Phimister
St. Louis Park Public Schools Facility Coordinator