How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
  https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=184842242

- *If you are a returning user*, enter your **Email Address** and **Password**. Click **Sign In**.
- *If you have forgotten your password*, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.

- *If you are submitting your first request*, you must enter registration information first. Click on the down arrow (⌄) next to Never Submitted a Request? Register Here! to expand the registration form.
  Note: Your registration will be complete after you submit your first work request.

  - Enter the **Account Number** provided by your Administrator. If needed 184842242
  - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
  - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
  - Click **Register** to go to the work order request form.

Never Submitted a Request? Register Here! ⌃

Account Number

First Name   Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long

Confirm Password

Register

The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.
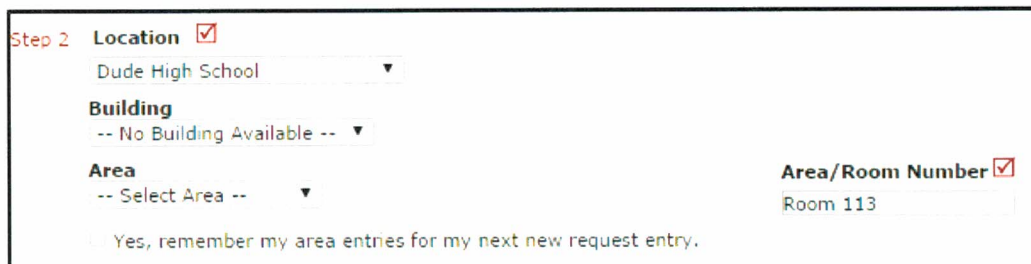
How to Submit a Request

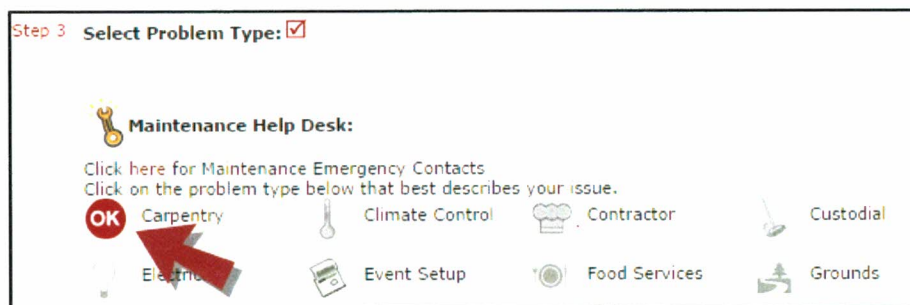- Make sure you are on the **Maint Request tab** at the top of the screen.

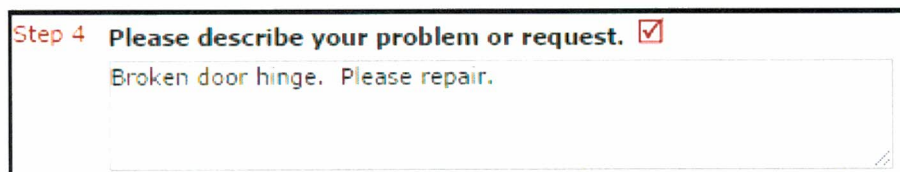*Note: Any field marked with a red checkmark is a required field.*

- **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- **Step 3**: Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4**: Type in a **Description** of the problem. Please provide as much detail as possible.

- **Step 5**: Enter a **Time Available**, such as a planning period, when workers can come by.
- **Step 6**: Select a **Purpose** for the work if necessary.
- **Step 7**: Enter the date you would like to have the work completed by.
- **Step 8**: Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- **Step 9**: Type in the **Submittal Password. – "Password"**

- **Step 10**: Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for ''

Search this results for: [   ] (GO) Show All

1 - 2 of total **2** listed

Request Totals
1 New Request
1 Work In Progress

Status WOID Area Area Number Purpose	Location Building Description	Action Taken Assigned To Request Date Type	Complete Date
New Request 157 Classroom Room 125	ABC High School The printer in the classroom isn't working.	No Action Note 5/17/2012	
Work In Progress 149 Classroom Room 123	ABC High School The heat is not working in this room. It is very cold!	No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning	