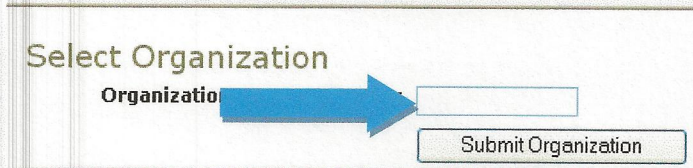


Quick Step Guide for MD Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on **Go**.

**If you have logged in before please skip to Step 3.*

2. If it is the first time your computer has been to the website, enter the Organization Account number **1302571008** and click **Submit Organization** as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.



Select Organization

Organization

- You may also copy this link and paste it into the web address window:

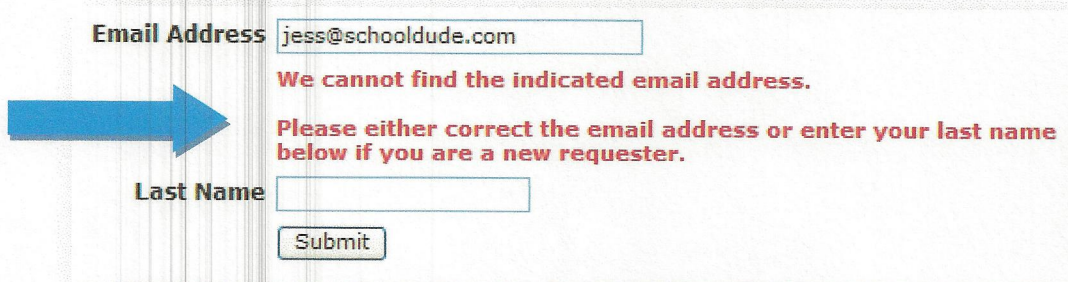
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=1302571008>

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- a. Find a blank area on the next page
- b. RIGHT click your mouse
- c. Select **Create Shortcut**.

This will add an **icon** on your desktop that you can double click the next time you want to sign in (allowing you to skip steps one and two).

3. Enter your email address and click Submit.
4. If a **RED** message pops up noting that it can't find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.



Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

Filling out the Request Form:

NOTE: ANY FIELD MARKED WITH IS A REQUIRED FIELD

- Step 1:** This will be filled in with your information from the email address you entered at the sign in screen.
- Step 2:** Click on the drop down arrow and highlight a **Location** that you want the work to be done and click the mouse.
 - Follow the same steps for **Building** and **Area** **if selections are available.*
 - Also be sure to type in your **Area description or Room #.**

Indicates required information.

Step 1 Please be yourself, click here if you are not Jill Briley

First Name	Last Name	Email
<input type="text" value="Jill"/>	<input type="text" value="Briley"/>	<input type="text" value="brileyj@laketravis.txed.net"/>
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
<input type="text" value="533-6060"/>	<input type="text"/>	<input type="text"/>


Step 2 Location

-- Select Location --


Building

-- Select Building --








Area

 **Area/Room Number**

- Step 3:** Select the icon that best describes your problem and click on it.

 **Maintenance Help Desk:**

Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

 Alarm	 Appliance Repair	 Asphalt	 Athletic Fields
 Bleachers	 Boiler	 Burglar Alarm	 Carpentry

- Step 4:** Type in your description of the problem

Optional steps that may appear on your page:

Next Step: Type in the best time for a technician to come by **if available**

Next Step: Click on the drop down arrow and select a purpose code **if available**

Next Step: Use calendar to select a date for when you would like the work to be completed **if available**

Next Step: Click the Attach New File link to attach a photo or document detailing the issue **if available**



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

Step 5 Time Available for Maintenance

Step 6 Purpose
-- Select Purpose --

Step 7 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 8 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Next Step: Type in the submittal password of: **maintenance**

Last Step: Click submit



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

My Request Tab

After you click submit on the request form, the screen will refresh to the **My Request** Tab.

The screenshot shows the 'My Request Tab' interface. At the top, there are navigation tabs: 'Work Request', 'Schedule Request', 'My Requests' (selected), 'My Settings', and 'Help'. Below the tabs, there are links for 'My Work Requests' and 'My Schedule Requests'. The main heading is 'My Work Requests'. To the right, under 'Request Totals', it shows '14 Complete'. A note states: '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.' Below the note is a search bar with the text 'Search for "' and 'Search this results for:'. There is a 'GO' button and a 'Show All' link. Below the search bar, it says '1 - 10 of total 71 listed'. There are navigation arrows for 'Previous 10' and 'Next 10'. A table with 4 columns is shown: 'Status', 'Location', 'Action Taken', and 'Complete Date'. The table contains one row of data.

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note	11/19/2004

On this screen you will see up-to-date information on your request including:

- Status
- work order number for referencing
- The date you requested the work
- Any Action Taken notes added by the technician on the progress
- And a Completion Date once the work has been completed

TIPS:

- A. In the Request Totals section (on the right hand side of the above screen), you can click on the number next to the status description to see all request marked with that status.
- B. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (Ex: keys would pull up any request dealing with keys).
- C. Click on the **Work Request** Tab to input a new request.

**If you need any assistance, please call our Client Service Center
@ 877-883-8337 or send an email to support@schooldude.com.**



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

Reminders for myschoolbuilding.com

(Requesters will come to this site to submit work orders. Site administrators may use this site as well).

(First time login instructions are on the “Quick Step Guide for MD Requesters”).

*When you select the craft, please look carefully. Please notice that there is a “Lighting” option and an “Electrical” option. Please remember to select “Lighting” when the work order is for lights. Also, there is a “Plumbing” option and a “Sewage” option. Please remember to select sewage when it is a sewage issue.

*The “Area/Room Number” box requires you to key in information. For example, if the area you select in the drop-down selection is “classroom”, then in the area/room number box, you will need to specify the classroom number/teacher’s name.

*You probably will not need to use the “Attach File Link”. But, if you need to attach any documents or photos, you would do so with this option.

*The “Budget Code” is normally going to be your location. (It will have your account code number beside your school/location name).

*Your “Purpose” selection is normally going to be “General Maintenance”.

*The submittal password is: maintenance

* For Site Administrators! *

Information/Reminders for www.schooldude.com

(Site Administrators can submit work orders here or at
www.myschoolbuilding.com)

*Your username is your email address. Your password is: newuser. You will be asked to change your password at your first login.

*Work order requesters will automatically be emailed work order status updates from schooldude.com. When this work order is assigned, you will receive an email notification. If there is any status change in the work order (part ordered, any other type of note or reference), you will receive an email notification. And, when the work order is entered as complete, you will receive an email notification for that as well.

*When you log in to www.schooldude.com, remember to select "MaintenanceDirect" in the "Go to:" box.

*Site Administrators will be able to view all work orders for their school/department ("unassigned" work orders, "work in progress", and "completed" work orders). New requests can also be submitted on this site.

*All principals and department heads are set up as Site Administrators. If you have someone at your school/location that you would like to be able to view this site, please let Brittney Sparks know and an account can be created for that person as well.