How to register with SchoolDude and submit work order request for WSISD Operations

Step 1. If you haven't registered with SchoolDude Click this link... <u>SchoolDude Registration</u> Continue to Step 2

If you have registered with SchoolDude and have created a username and password Click this link... <u>SchoolDude Login</u> Skip to Step 3

Step 2 - For new users only Click drop down arrow

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Step 2 - Continued Fill out all areas, account number will already be filled in Create your own password - must be at least 6 characters long Click on register after all areas have been filled in

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			this to login to SchoolDude)		
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Step 3

After clicking on "Register" you will be redirected to the work order request page. Your registration will not be complete until you submit your first work request.

Existing users - after you login you will be redirected to the new work order request page.

Step 3 - Continued

Fill out all required areas of work order request form Time available section - this is where you tell us when we can come in and work on the request You can attach files to work orders if needed (pictures, docs, pdf's, videos etc...)

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Step 4

After filling out work request form, it's time to submit The submittal password is - brewerbears This helps us prevent unauthorized users from submitting request Once submittal password is entered, click Submit, you will get a "success" message if work request was submitted correctly

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Congratulations, you have registered and have submitted a new work order request. Please remember you have (2) passwords, the one you created to login to SchoolDude and the submittal password. If you forget your login password, click the "Forgot Password" link located at the login screen.

Thank you.