

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... [SchoolDude Registration](#)
Continue to Step 2

If you have registered with SchoolDude and have created a username and password
Click this link... [SchoolDude Login](#)
Skip to Step 3

Step 2 - For new users only Click drop down arrow

White Settlement ISD
White Settlement ISD
Got a problem? Email us

Current User? Login Here!

Email Password Sign In

[Forgot Password?](#)

New Enhancement

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our [resource page](#) with FAQs, guides, and video tutorials.

Never Submitted a Request? Register Here! ▼

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CID:198.200.30.2
SID:LGN22
CUA:Safari



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

Account Number
193915392

First Name
Tommy

Last Name
Tutone

Phone Number
867.5309

Email
ttutone@wsisd.net

New Password

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

Confirm Password

Register

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

Fill out all areas, create your own personalized password (you will need this to login to SchoolDude)

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...)

The screenshot shows a Safari browser window displaying the 'White Settlement ISD Operations Work Order' form. The browser's address bar shows 'myschoolbuilding.com'. The page header includes the 'SchoolDude apps' logo and a 'Logout' button. The form is titled 'WHITE SETTLEMENT ISD OPERATIONS WORK ORDER' and includes a 'Legend' dropdown menu. The form is divided into three steps:

- Step 1: Personal Information**
 - First Name:** Tommy
 - Last Name:** Tutone
 - Email:** ttutone@wsisd.net
 - Phone:** 867.5309
 - Pager:** (empty field)
 - Mobile Phone:** (empty field)
- Step 2: Location**
 - Location:** -- Select Location --
 - Building:** -- Select Building --
 - Area:** -- Select Area --
 - Area/Room Number:** (empty field)
 - 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.

The browser's dock at the bottom shows various application icons, including Safari, Mail, Calendar, Photos, Music, Messages, and several folders.

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

Vehicle Maintenance

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 Submittal Password
brewerbears [Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of request assignment to a technician.
You will be notified of status changes to your request.

Legend

Required Information

Maint. Request | My Requests | Settings
Conditions Of Use | Privacy Policy | Security Statement
Help | Logout

CIP: 198.200.30.2
SID: MSB24
DID: 2
CUA: Version/9.1.2
Safari/601.7.7

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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.