School Dude Work Order

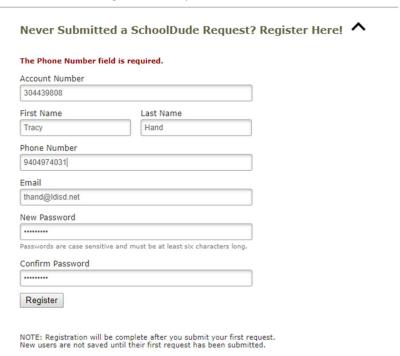
To open a new school dude work order click the following link

https://login.myschoolbuilding.com/msb?acctNum=304439808&productID=MD

- 1. If you already have a login for school dude login and continue to step 4.
- 2. If you do not have a login click the down arrow next to register here.



3. Fill in the fields with your information. Please make sure to use your Lake Dallas email address as this will be your login for school dude. The password is not related to any other account passwords. Click Register when you are done.



4. Depending if you are submitting a Maintenance Request or Technology Request, you need to select the appropriate tab at the top of the page.



5. Once you have the correct tab selected you can continue to fill out a new request. Verify that all your information is filled in correctly in Step 1, then you will need to fill out Step 2. You will have to select Location (Campus), Area and Area / Room Number. If you only have one room make sure you check the box that says "Yes, remember my area entries for my next new request entry."

IT Requ	uest				
To	Lake Dallas Technology Request Form To submit your request complete the following form. If you have any questions please call the Technology Help Desk 940-497-8406, or email the Technology ground technology@ldisd.net.				
Fi	lease be yourself, click her irst Name	re if you are not Tracy Hand Last Name Hand	Email thand@ldisd.net		
1	hone 404974031	Pager	Mobile Phone		
Step 2 Location ✓					
L	DHS-Main Campus	•			
Aı	rea		Area/Room Number ✓		
C	Classroom ▼		213		
•	Yes, remember my area entr	ies for my next new request entry.			

6. Next you will select the problem (pictures) in Step 3. Please make sure you are selecting the category that best describes your problem. If you feel that your work order is an Emergency you can check the box at the end of Step 3.



7.	Step 4	Please describe your problem or request. ✓	
		Laptop will not power on.	

8. Next in Step 5 will are able to attach a file if you have one to attach.

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Step 5 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)
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9. Next in Step 6 you will need to enter a Submittal Password. The password is gofalcons!

Step 6 Submittal Password 🗹		
	••••••	Forgot Password?

10. Finally in Step 7 you will click Submit

Step 7	Submit
	Your new requests are automatically shown as approved by you on submit.
	NOTE: You will receive the following notifications.
	You will be notified of request assignment.
	You will be notified of status changes to your request.
	You will be notified if this request is completed.
	You will be notified if this request is closed.