

# 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.

Lake Dallas ISD Facilities & Operations  
**LD**  
Lake Dallas I.S.D. Facilities & Operations  
Got a problem? Email us

**Current SchoolDude User? Login Here!**

Email  Password    
[Forgot Password?](#)

**Never Submitted a SchoolDude Request? 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.

## Never Submitted a SchoolDude Request? Register Here! ^

**The Phone Number field is required.**

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

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

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.

The screenshot shows the top navigation bar with tabs for 'Maint Request', 'IT Request', 'My Requests', and 'Settings'. The 'Maint Request' tab is highlighted. Below the navigation bar, there is a 'Legend' dropdown menu. The main content area is titled 'Maintenance Request' and contains a welcome message: 'Welcome to the Lake Dallas I.S.D Facilities Services Site. Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.'

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."

The screenshot shows the 'IT Request' form titled 'Lake Dallas Technology Request Form'. It includes instructions to submit the request and contact information for the Technology Help Desk. The form is divided into two steps:

**Step 1** Please be yourself, click [here](#) if you are not Tracy Hand

<b>First Name</b> Tracy	<b>Last Name</b> Hand	<b>Email</b> thand@ldisd.net
<b>Phone</b> 9404974031	<b>Pager</b>	<b>Mobile Phone</b>

**Step 2** **Location**

LDHS-Main Campus

**Area**  
Classroom

**Area/Room Number**   
213

Yes, remember my area entries for my next new request entry.

- 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.

**Step 3 Select Problem Type:**

**Technology Help Desk:**  
 Click here for Technology Emergency Contacts  
 Click on the problem type below that best describes your issue.

Accounts	Anti-Virus Software	AV Equipment	Cabling
Chromebook	Clocks/Bells	CPU / Computer	Email
Equipment Moving	Internet Filter	<b>OK</b> Laptop	Library System
Mobile Device	Monitors	Network Connectivity	PA System
Password	Printers	Projector	Security System
Server	Software Application	Student Database	Student Email
Support Desk	Telephone Services	Thin Client	Time Clock
UPS/Batteries	Video Conferencing	Virus	Web Site
Wireless Connection	Wiring		

**Technology Emergency**  
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Mike Dabney	940-497-1500

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**Step 4 Please describe your problem or request.**

Laptop will not power on.

- Next in Step 5 will be able to attach a file if you have one to attach.

**Step 5 Attachment**  
[Attach New File \(Maximum allowed is two attachments with a size of 3MB or less per file.\)](#)

- Next in Step 6 you will need to enter a Submittal Password. The password is gofalcons!

**Step 6 Submittal Password**

.....

[Forgot Password?](#)

- Finally in Step 7 you will click Submit

**Step 7**

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.