USE OF FACILITIES INSTRUCTIONS

SCHOOL DUDE

1. Go to the district's website/home page www.mccsd.net

2. Under Faculty & Staff tab, select **Maintenance Direct**.

3. From Drop Down on top left select **"FS Direct"**.

4. Input your email address/password to sign in. (If you have never used School Dude before, register.)

5. Select **Schedule Request** (2nd tab from left at top of page)

6. Select **Normal Schedule**

7. Input your information (Complete all sections indicated with a **red** ☑

8. Enter password **sd11user**

9. Click **SAVE**