

Submitting A Technology Work Order

Need to submit a trouble ticket?

You can use the following quick links to access the desired support portal,

- Click [here](#) to access SchoolDude for IT.
- Click [here](#) to access SchoolDude for Maintenance.

or go to login.myschoolbuilding.com, and follow the instructions below.

Submittal Password: “orange”

How to Register/Log in

If you are submitting your first request, you will need to complete the registration form. Use the instructions under **New User** to create your account. If you have submitted requests through the MySchoolBuilding page in the past, use the instructions under **Returning User** to log into your account.

[Watch the Video Tutorial By Clicking Here](#)

Returning User

- Open your Internet Browser (Google Chrome, Mozilla Firefox, etc.) and go to login.myschoolbuilding.com.
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign in**.
- If you have forgotten your password, click the **Forgot Password?** link and enter your email address. We'll send you instructions for resetting your password.





Current SchoolDude User? Login Here!

Email: Password:

[Forgot Password?](#)

New User

- Open your Internet Browser (Internet Explorer, Firefox, etc.) and go to login.myschoolbuilding.com.
- If you are submitting your first request, you must enter registration information first. Click on the down arrow () next to **Never Submitted a Request? Register Here!** to expand the registration form. **Note: Your registration will be complete after you submit your first Incident request.*
- Enter the **Account Number:** 74683428
- Enter your **First Name** and **Last Name**, as well as your **Phone Number** and **Email Address**. Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be at least 6 characters long.
- Click **Register** to enter the MySchoolBuilding portal.

Never Submitted a SchoolDude Request? Register Here! 

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.