### How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
  
  https://www.myschoolbuilding.com/myschoolbuilding/MyGateway.asp?acctnum=371168806

- If you are a **returning user**, enter your **Email Address** and the **Password** of **newuser**. Click **Sign In**.

- If this doesn’t send you to a page that says Password Expired!, you can also click the **Forgot Password?** link to reset your password.

  ![Password Entry Form](image)

- If you are submitting your first request, you must enter registration information first. **Note: Your registration will be complete after you submit your first work request.**

  - Enter the **Account Number** (371168806).
  - Enter your **First** 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 6 characters long.
  - Click **Register** to go to the work order request form.

---

### The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.
How to Submit a Request

- Make sure you are on the **Maint Request** tab at the top of the screen.

*Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- **Step 3:** Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4:** Type in a description of the problem.

- **Step 5:** Enter a time that you are available for the maintenance work to come by.
- **Step 6:** Select a **Purpose** for the work if necessary. This will default to Reactive Maintenance.
- **Step 7:** Enter the date you would like to have the work completed by.
- **Step 8:** Select the **Budget** that will apply to costs related to this work request.
- **Step 9:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- **Step 10:** Type in the **Submittal Password** of **facilities**.
- **Step 11:** Click the **Submit** button.
My Request Tab

You can view any requests that you have entered into the system by clicking on the My Requests tab. Hover your mouse over the Shortcuts link and click on My Maint Requests. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On the My Requests page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the Request Totals section to see all of your requests marked with that status. You can also search for any work order request by typing a key work into the Search box and clicking Go.