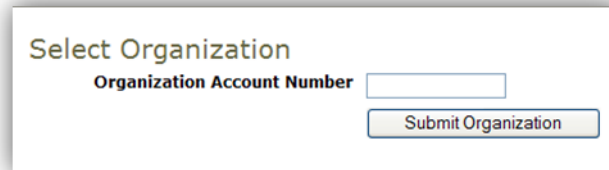


Quick Step Guide for Requesters

Legacy Traditional Schools

To register yourself as a Requester you must:

- Open your Internet Browser (Internet Explorer, Firefox etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
- If prompted, enter the Organization Account Number **940058624** and click **Submit Organization**.

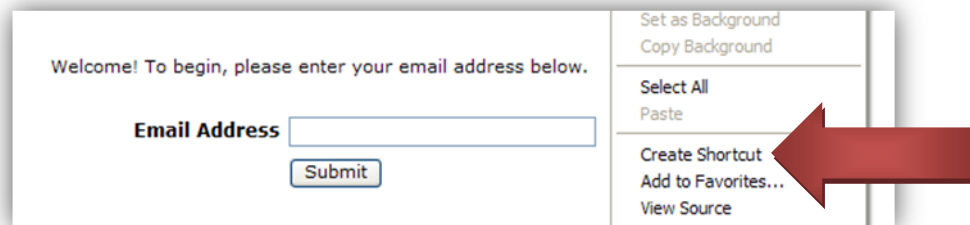


You may also copy this link and paste it into the web address window for your browser:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=940058624>

This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the page, click your right mouse button and select **Create Shortcut**. This will add an **icon** on your desktop that you can double click the next time you want to sign in.



Enter your email and click **Submit**. If you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name and contact numbers if desired. Click Submit again and you will come to the work order form.



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

To enter a work request:

Note that all required fields have a red box and check mark next to them.



Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow to select the **Location** of the work. Follow the same steps for **Building** (if available) and **Area** (if applicable), and enter the **Area/Room Number**.

A screenshot of the 'Step 2' form titled 'Location'. It contains four fields: 'Location' (dropdown), 'Building' (dropdown), 'Area' (dropdown), and 'Area/Room Number' (text input). Each of the first three fields has a red checkmark icon next to its label. Below the fields is a checkbox labeled 'Yes, remember my area entries for my next new request entry.'.

Step 2 Location ☒

-- Select Location --

Building

-- Select Building --

Area

-- Select Area --

Area/Room Number ☒

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

Step 3: Select the category that best describes your problem and click on the icon or select the item from the drop down box, whichever format is listed on your page.

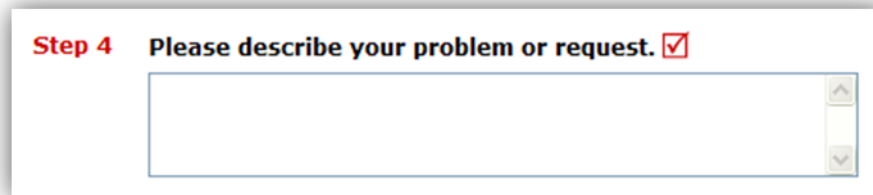
A screenshot of the 'Step 3' form titled 'Select Problem Type:'. It features a grid of 32 icons representing different maintenance categories. A 'Maintenance Help Desk' note at the top instructs users to click on the problem type that best describes their issue.

Step 3 Select Problem Type: ☒

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Athletic Fields	Carpentry	Climate Control	Custodial
Doors and Hardware	Electrical	Event Setup	Food Service Delivery
General Maintenance	Grounds	Heating/Ventilation/Air Conditioning	Inspections
Key and Lock	Kitchen Equipment	Kitchen Repair	Lighting
Locker Repair	Miscellaneous	Office Furnishings	Operational Services
Painting	Pest Control	Playground	Plumbing
Pool	Recycling	Restrooms	Roof
Supplies	Telephone Service	Utilities	Vehicle Maintenance
Warehouse	Windows		

Step 4: Type in your description of the problem.

A screenshot of a web form titled "Step 4 Please describe your problem or request. ✓". Below the title is a large, empty text input box with a vertical scrollbar on the right side.

*After Step 4, some selections may or may not be included on your organization's form and so the numbering may change. Fill out the applicable steps if available and/or required:

Time Available: Type in the best time for a maintenance technician to come by.

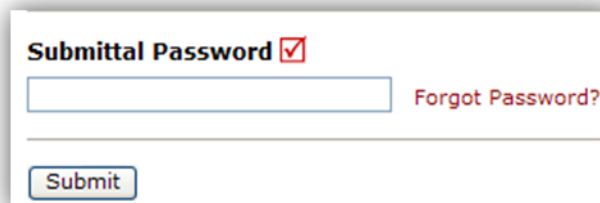
Purpose Code: Click on the drop down arrow and select a purpose code.

Requested Completion Date: Enter the date by which you would like the work completed.

Budget Code: Select a Budget.

File Attachment: A maximum of two files with a size limit of 3MB each may be attached to each work order.

Submittal password (always a required step): Enter **legacy** then click the submit button and your work order will be routed to the appropriate person.

A screenshot of a web form titled "Submittal Password ✓". It features a text input box, a "Forgot Password?" link, and a "Submit" button.

If you have questions or need assistance, please contact our Client Service Center:

877-883-8337

-OR-

support@schooldude.com



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1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM**