

School Dude Instructions

To register yourself as a Requester you must:

- Open your Internet Browser and type in www.myschoolbuilding.com in the address bar at the top and press Enter or click on Go.
- If this is the first time your computer has been to this website, enter the Organization Account Number **6700627** and click **Submit Organization** as prompted:

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

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=6700627>

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.

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**.

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.

Step 4: Type in your description of the problem.

- After **Step 4**, some selections may or not be included on your organizations 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 **cwru** (all lowercase) then click the **Submit** button and your work order will be routed to the appropriate person.

You will receive a **Request Receipt** email that the order has been received.

You will receive a **Work Order Complete** email when the order has been completed.

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

877-883-8337

-OR-

support@schooldude.com

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