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:


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

2-15-2018