<u>Maintenance Direct</u>

Dude Solutions

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.

Returning User

- Go to www.myschoolbuilding.com. You can bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.

- 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.

Email	Password	
requester@schooldistrict.edu	••••••••	Sign In
	Forgot Password?	

New User

- Go to www.myschoolbuilding.com. You can bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.

- 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 <u>after</u> you submit your first request.*

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
[   ]

[Register]

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

- Enter the **Account Number** provided by your Administrator. (2138890752)

- 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 go to the work order request form.

- 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 2	Location ☑		
	Eleanor Harper Concert Hall ▼		
	Building		
	--Select Building-- ▼		
	Area		**Area/Room Number** ☑
	Classroom ▼		Room 202
	☐ Yes, remember my area entries for my next new request entry.		

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

Step 3	Select Problem Type: ☑

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

OK Carpentry   Custodial   Electrical   Equipment

Event Setup   Glass\Window Repairs   Grounds   Heating/Ventilation /Air Conditioning

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

Step 4	**Please describe your problem or request.** ☑
	Outlet on the far wall is not working properly.

Note: The following fields may or may not be available on your request form depending on how the Administrators have set up the account. Remember to fill out any required fields marked with a red checkmark before submitting your request.

- **Step 5**: Enter a **Time Available for Maintenance** when it is convenient for the work to be performed.

- **Step 6**: Select a **Purpose** for the work if necessary.

- **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 your organization's **Submittal Password**. (STORM)

- **Step 11**: Click the **Submit** button.