

How To Turn In A Work Order

MAINTENANCE REQUEST

Step 1 – Open the Paris School District homepage www.parisschools.org.

Step 2 – Under **Menu** choose **Departments** then **Maintenance**.

Step 3 – Click on **Make A Request – SchoolDude Login**.

Step 4 – If you have NEVER submitted a SchoolDude request before click on the arrow at the bottom where it says **Register Here**.

Step 5 – The account number will auto-populate. Fill in the First Name, Last Name, Phone Number, and E-Mail blanks (must be a PSD e-mail address), then create a password and click the **Register** button.

Step 6 – If you have already submitted a SchoolDude request before you will enter in your e-mail address and password, then **Sign In**.

Step 7 – Once at the PSD Maintenance Request Page, there are 9 Steps to complete a work order.

1. Check or complete your **Personal Information**.
2. Complete your **Location Information** – Location, Area & Room #.
3. Select your **Problem Type** by clicking on it from the list. *If you are unsure, choose **General Maintenance**.
4. Describe your problem or request in the space provided.
5. Complete the **Time Available** for maintenance. *This might be your prep period when students won't be in the classroom.
6. Complete the **Requested Completion Date**. *Only if you must have it completed by a certain date.
7. You may attach a file or picture, if needed for help or explanation.
8. Type in the **Submittal Password** which is "[workorder](#)".
9. Click **Submit**.

Step 9 – Once your work order has been submitted, you can check the status of your history by clicking on the **My Requests** tab at the top of the page.

Step 10 – You can also make another request simply by clicking on the **Maint Request** tab. Or if you are finished, you will **Logout** at the top of the page.

TRIP REQUEST

Step 1 – Open the Paris School District homepage www.parisschools.org.

Step 2 – Under **Menu** choose **Departments** then **Maintenance**.

Step 3 – Click on **Make A Request – SchoolDude Login**.

Step 4 – If you have NEVER submitted a SchoolDude request before click on the arrow at the bottom where it says **Register Here**.

Step 5 – The account number will auto-populate. Fill in the First Name, Last Name, Phone Number, and E-Mail blanks (must be a PSD e-mail address), then create a password and click the **Register** button.

Step 6 – If you have already submitted a SchoolDude request before you will enter in your e-mail address and password, then **Sign In**.

Step 7 – This will take you to the PSD Maintenance Request Page where you will click on the **Trip Request** tab at the top.

Step 8 – Fill in the form completely. *All red checked items are mandatory.

Step 9 – Type in the **Submittal Password** which is “[triprequest](#)”, then click **Submit Request**.

Step 10 – Once your work order has been submitted, you can check the status of your history by clicking on the **My Requests** tab at the top of the page. Under the **Shortcuts** menu you can switch between types of requests showing.

Step 10 – You can also make another request simply by clicking on the **Trip Request** tab. Or if you are finished, you will **Logout** at the top of the page.

FACILITY USAGE REQUEST

Step 1 – Open the Paris School District homepage www.parisschools.org.

Step 2 – Under **Menu** choose **Departments** then **Maintenance**.

Step 3 – Click on **Make A Request – SchoolDude Login**.

Step 4 – If you have NEVER submitted a SchoolDude request before click on the arrow at the bottom where it says **Register Here**.

Step 5 – The account number will auto-populate. Fill in the First Name, Last Name, Phone Number, and E-Mail blanks (must be a PSD e-mail address), then create a password and click the **Register** button.

Step 6 – If you have already submitted a SchoolDude request before you will enter in your e-mail address and password, then **Sign In**.

Step 7 – This will take you to the PSD Maintenance Request Page where you will click on the **Schedule Request** tab at the top.

Step 8 – Choose the type of Schedule you are requesting from the three choices.

Step 9 – Fill in the form completely. *All red checked items are mandatory.

Step 10 – Type in the **Submittal Password** which is “[password](#)”, then click **Save**.

Step 11 – Once your work order has been submitted, you can check the status of your history by clicking on the **My Requests** tab at the top of the page. Under the **Shortcuts** menu you can switch between types of requests showing.

Step 12 – You can also make another request simply by clicking on the **Schedule Request** tab. Or if you are finished, you will **Logout** at the top of the page.

*You can check the status of your requests at any time by logging into SchoolDude and clicking on the **My Requests** tab. Under the **Shortcuts** menu you can switch between the types of requests showing.

You can change your settings to send you e-mail notices when requests are received, approved, assigned, and completed by clicking on the **Settings tab at the top of the page.

***The monthly calendars are visible to everyone once you are logged in to SchoolDude. You can view the calendar at any time by going to your **My Requests tab, Shortcuts-->My Schedule Requests, then Related Links-->Month Calendar**. You will need to set your filtering on the right side of the screen and then refresh the calendar to view the area, location, or building you want to see, or just choose Organization Wide to view everything on every campus.

If you have any problems with submitting work orders in SchoolDude or have any questions, contact Jodie Vincent at jvincent@parisschools.org or phone x4080 for help.