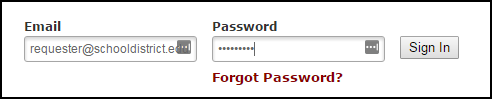
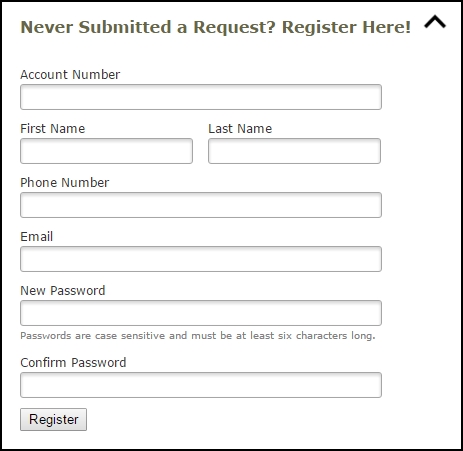
**How to Register/Log in**

* Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=1925153280>

* If you are a returning user, 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.



* 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 after you submit your first work request.*
* Enter the **Account Number** provided by your Administrator.
* Enter your **First** 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 6 characters long.
* Click **Register** to go to the work order request form.

**The Dude Says:**To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

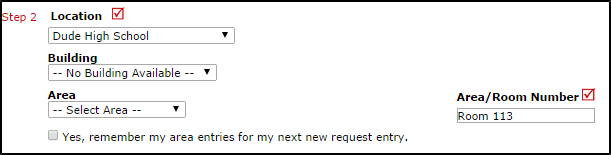
**How to Submit a Request**

* 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.*

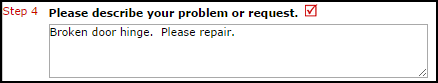
* **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.
* **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.



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



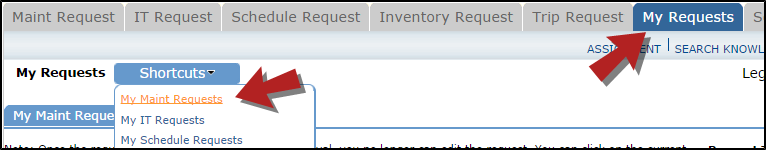
* **Step 4**: Type in a description of the problem.



* **Step 5**: Enter a time that you are available for the maintenance work to come by.
* **Step 6**: Select a Purpose for the work if necessary. This will default to Reactive Maintenance.
* **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 the **Submittal** **Password**. **dps170**
* **Step 11**: Click the **Submit** button.

**My Request Tab**

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key work into the **Search** box and clicking **Go**.

