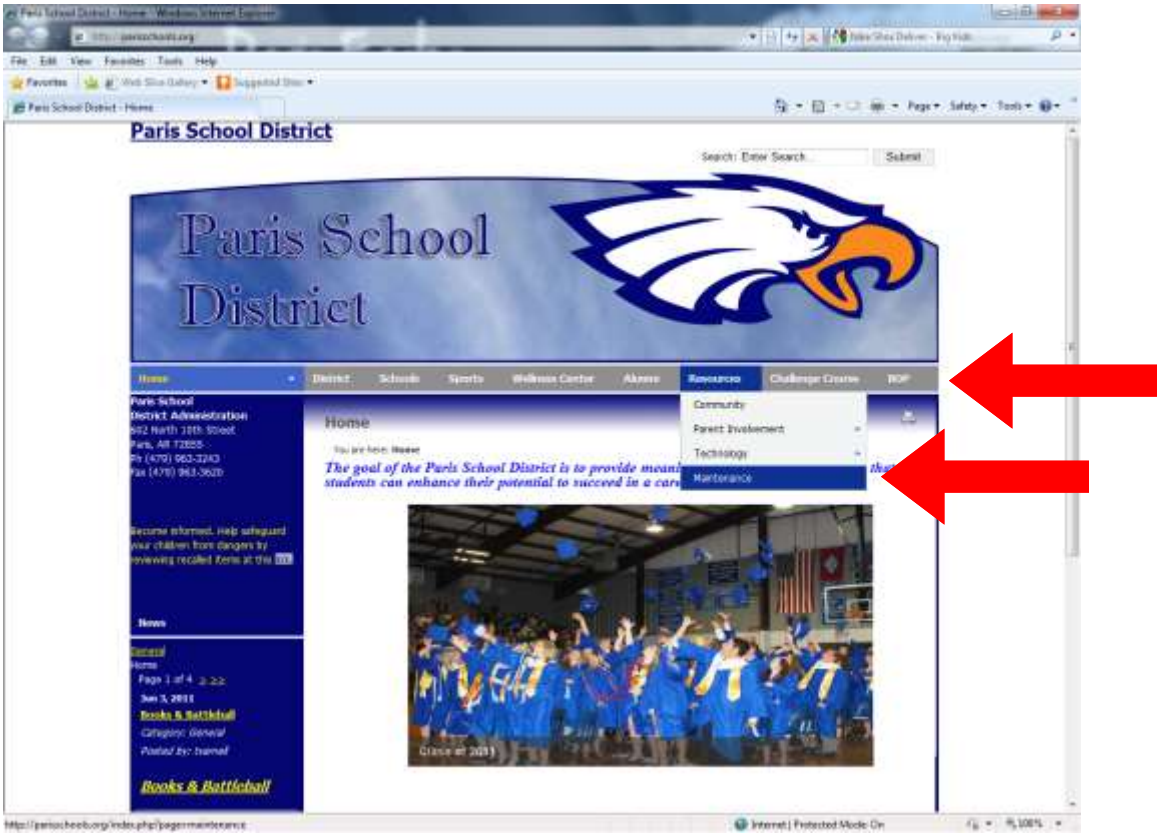
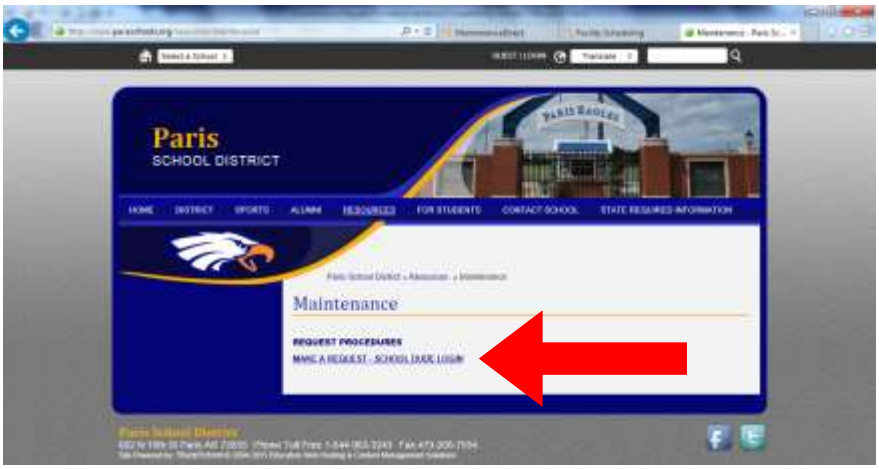
Maintenance Request Procedure

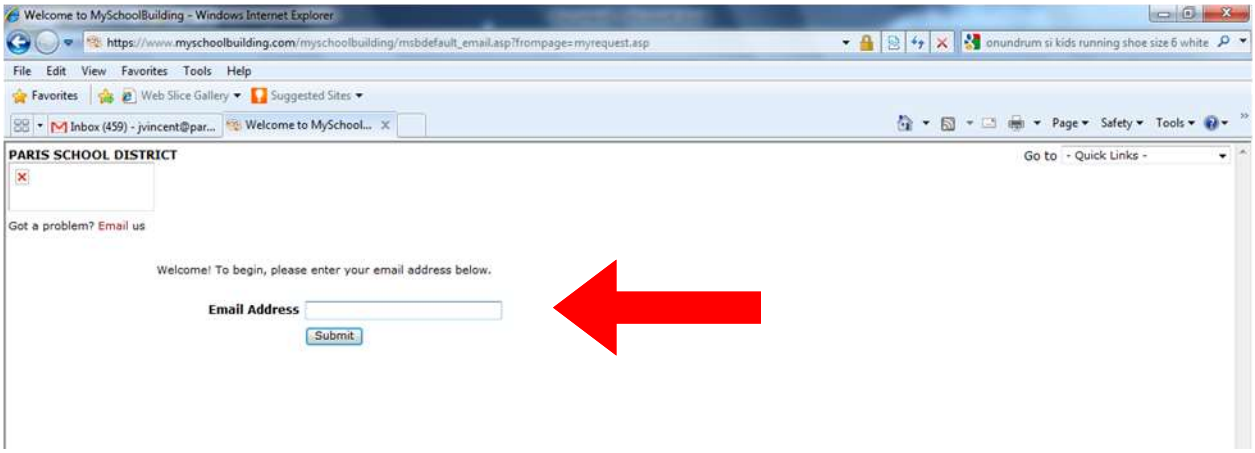
Step 1 – Open the Paris School District homepage *www.parisschools.org*.
Step 2 – Click on the ***Resources*** tab.
Step 3 – From the Resources tab drop-down menu, click on ***Maintenance*** in the list.



Step 4 – Click on the ***Make A Request – SchoolDude Login*** link.



Step 5 – Enter your email address at the prompt, then click ***Submit***.



Step 6 – You will then be prompted to enter your last name since this is your first time in the system. Then click ***Submit***.

Step 7 – You will then be prompted to enter your first name and phone number to complete your personal account information. Then click ***Submit***.

Step 8 – 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.
4. Describe your problem or request in the space provided.
5. Complete the ***Time Available*** for maintenance.
6. Complete the ***Requested Completion Date***.
7. You may attach a file or picture, if needed for help or explanation.
8. Type in the ***Submittal Password*** – "**workorder**".
9. Click ***Submit***.

Step 9 – Once your workorder 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 simply ***Logout***.

Trip Request Procedure

Go to the **PSD Website**
Click on the **Resources** link
Choose **Maintenance**
Choose **Make A Request – SchoolDude Login**
Enter in your **e-mail address**
Click on the **Trip Request** tab
Fill in the form completely
All red checked items are mandatory
Enter in the password "**triprequest**"
Click **Submit Request**

You can also check the status of your request by clicking on the **My Requests** tab at any time after logging in to SchoolDude.

Facility Request Procedure

Go to the **PSD Website**
Click on the **Resources** link
Choose **Maintenance**
Choose **Make A Request – SchoolDude Login**
Enter in your **e-mail address**
Click on the **Schedule Request** tab
Choose the type of Schedule you are requesting
Fill in the form completely
Enter in the password "**password**"
Click **Save**

You can also check the status of your request by clicking on the **My Requests** tab at any time after logging in to SchoolDude.

*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.