

How to Submit a SchoolDude IT Work Order Request

1. Open your internet browser (i.e. Chrome, Internet Explorer) and go to the SchoolDude URL: <http://www.myschoolbuilding.com>
2. If it is your first time, click on **Never Submitted a SchoolDude Request? Register Here!** Fill in the form with your info. Account number can be obtained from your DLS. Click **Register** button.

Current SchoolDude User? Login Here!

Email	Password	
<input type="text"/>	<input type="password"/>	<input type="button" value="Sign In"/>
Forgot Password?		

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

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

Account number: 242380246

3. After you submit your first request, your user info will be saved and next time you can just enter your **Email** and **Password** to submit a request.
4. Once logged in, be sure so select the **IT Request** Tab

Maint Request IT Request Schedule Request My Requests Settings

5. You must complete five required steps, marked with a to submit a work order request.
 - a. **Your information** – First and Last name, email address, phone number.
 - b. **Where you are** – Location, Area, Area/Room Number.
 - c. **Select Problem Type** – Select from the list of icons.
 - d. **Problem Description** – This is required information. Please provide details.
 - e. **Attach File - not required**, skip unless you have a file you wish to send to the Call Center.
 - f. **Submittal Password** – Default password is **schooldude**.
6. Click **Submit** button to place your work order request.

