Quick Step Guide for Maintenance Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc…) and type in
   https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=45285399
   You may also copy this link and paste it into the web address window.

2. In the address bar and press Enter on your keyboard or click on Go.

   If you have logged in before, ***but do not remember having a password, click*** **Forgot Password?** .

3. If it is the first time you are accessing SchoolDude, Click the Never Submitted a SchoolDude Request? Register Here!
   enter the Organization Account number 45285399   o   r s o   or a d   r   s r as
   prompted. You will need to remember your log-on information for subsequent visits.

Never Submitted a SchoolDude Request? Register Here! ^

Account Number

| 45285399 |

First Name   **Last Name**

| John | | Doe |

Phone Number

| (856) 555-1234 |

Email

| jdoe@bridgeton.k12.nj.us |

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.

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:
       a. Find a blank area on the next page
       b. RIGHT click your mouse
       c. Select **Create Shortcut** If Using Internet Explorer or **Bookmark This Page** if using Firefox.
This will add an icon on your desktop that you can double click or a bookmark to select the next time you want to sign in (allowing you to skip steps one and two).

Filling out the Request Form:
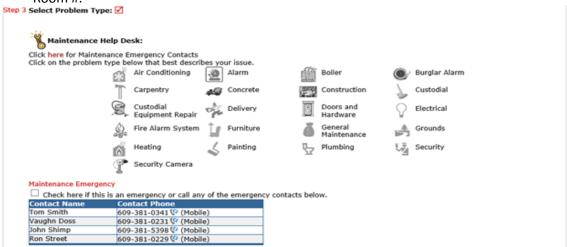
NOTE: ANY FIELD MARKED WITH ☑ IS A REQUIRED FIELD

Step 1: Select the type of request that you wish submit. In this case, choose Maint Request from the top menu.

| Maint Request | IT Request | My Requests | Settings |

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Step 2: This will be filled in with your information from the email address you entered at the sign in

Step 1 Please be yourself, click here if you are not John Doe

First Name
John

Last Name
Doe

Email
123@school.com

Phone ☑

Pager

Mobile Phone

Step 3: Make sure you are on the IT Request Tab. Click on the drop down arrow and highlight a ***Location*** that you want the work to be done at and click the mouse. Follow the same steps for ***Building*** and ***Area*** (**if selections are available*). Also be sure to **type** in your Area Description or Room #.

Step 3 Select Problem Type: ☑

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

Air Conditioning	Alarm	Boiler	Burglar Alarm
Carpentry	Concrete	Construction	Custodial
Custodial Equipment Repair	Delivery	Doors and Hardware	Electrical
Fire Alarm System	Furniture	General Maintenance	Grounds
Heating	Painting	Plumbing	Security
Security Camera			

Maintenance Emergency
☐ Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Tom Smith	609-381-0341 (Mobile)
Vaughn Doss	609-381-0231 (Mobile)
John Shimp	609-381-5398 (Mobile)
Ron Street	609-381-0229 (Mobile)

Step 4: Select the "Problem Type" that best describes your request/issue.

Step 5: Type in your description of the problem.

Step 4 Please describe your problem or request. ☑

- Depending on how the account was setup, the remaining steps may vary. Fill out the rest of the form to the best of your ability making sure you at least fill in the required fields indicated with a red check box.
- Type in the submittal password of: maintenance
- Click submit

My Request Tab

After you click submit, the screen will refresh and go to the **My Request** Tab. On this screen you will see up to date information on your requests including the status, work order number and action taken notes. You can click on the number next the to status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO.** This will pull up any of your requests with that word in it.

Need any help?

There are several ways to get help or your questions answered by us here at SchoolDude.com.

First, you'll notice the HELP tab as well as the HELP button located at the top of your account.

Once you click on either of these Help options, you'll see the HELP page list your help options. If included, you'll first see a listing of local phone numbers that can be used to touch base with someone locally. Next, you'll see a link to download the Requester Manual. And lastly, a link to our online help:

In our Online Help, you'll see information on entering a request, using your My Request tab, Settings and User Guides.

In the User Guides, you'll see an interactive help movie where you can walk through the steps of entering in a new request. You'll also see a quick step guide as well as the manual for download again.