Maintenance Requester Help Guide

How to Register/Log in

Click on the link, or enter into your Internet Browser the link www.myschoolbuilding.com

If you are a returning user, enter in your email address and password. Click Sign In.

If you forgot your password, Click 'Forgot Password', and enter your email address. Instructions on resetting your password will be emailed to you.

Current SchoolDude User? Login Here!

Email	Password	
		Sign In

Forgot Password?

Never Submitted a SchoolDude Request? Register Here! ∨

Never Submitted a SchoolDude Request? Register Here! ∧

If you have not registered yet, you must enter registration information first.

- The University of Toledo Account Number is **1382162944**
- Enter your First and Last Names, phone number and your UT Email Address.
- Choose a password your account. It must be at least 6 characters long.
- Click Register to go to the Work Order Request Form.

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

Register

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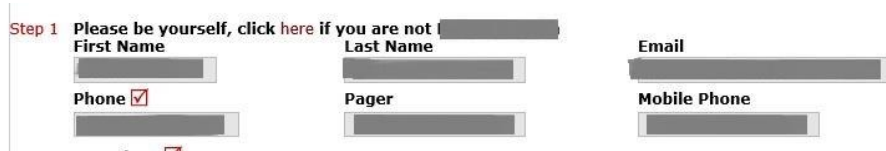
Submitting a Request

Once you are registered or logged in, Make sure the 'Maint Request' Tab is selected at the top of your screen.

Please note, fields marked with ☑ is a required field.

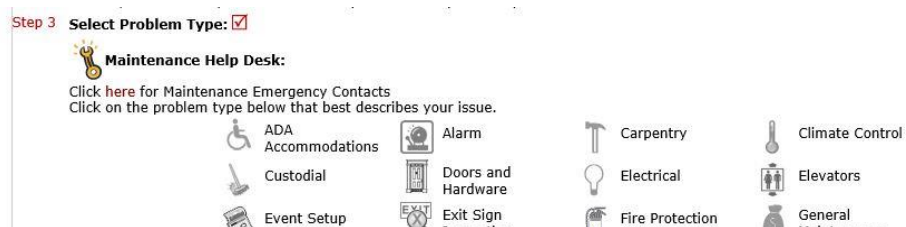**Step 1:** These fields should already be filled in based on your registration information.

Step 2: Click the drop down arrow and select the **LOCATION** where the work needs to be done. Select the appropriate **BUILDING**. You will only see the buildings associated with the location selected. You are *REQUIRED* to enter in an **Area/Room Number**. This will assist us in finding the correct location where the work needs to be completed. *All Rooms at each location have an assigned room number which should be located either on the on the nameplate located outside each room, or on a sign posted near the door.*
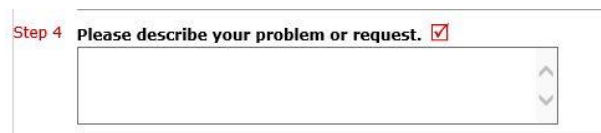

Step 3: Please select a **Problem Type** which most closely resembles your request. If you are unsure, please choose *General Maintenance*.

Step 4: Describe the work needing to be completed. Please be as detailed as possible.

On the remaining steps, you will need to enter the following information. Only the ones with ☑ are required, but any other information you feel is important can be entered.

Time Available for Maintenance: Please enter the time the location of the requested issue is available. If you do not have a specific time, you can enter "anytime" or leave the field blank.

Requested Completion Date: You can use the calendar to select a date the request needs to be completed if there is a deadline. If there is not a deadline, you can leave this field blank.

Budget: If you know the budget this request should be filed under, please click the binocular icon to choose a budget code from the budgets entered in our system. If you do not have a budget or there is no associated budget with this request, please choose –none- from the list. *This is a required field and must be entered to submit a request..*

> *If you do not see your budget listed, please choose '–none-' and contact either Work Control or The Work Control Manager at 419-530-1409.*

Attachment: If you have supporting documents or a picture you would like to attach, you can click **Attach New File** to upload these documents.

Submittal Password: This is REQUIRED for all requesters – our password is **rockets**

Submit: You can now click submit to enter your request!

You will receive status updates via the email you provided as your request is received and completed.

Tracking Your Requests

Outside of emailed status requests, you can track and review requests through the "My Requests" Tab.

Here you will see a list of any maintenance requests you have entered with up to date information, including the current status, work order ID number and any action taken. You can search for specific requests through the search bar, and you can also print out a listing of your requests by clicking the printer icon.

Additional Help

If you need additional help, you can access the SchoolDude MySchoolBuilding help guides.

Click Help on the right side of the screen, and you will find the contact numbers for a Work Control Centers on each campus, and also a link to the Requester Online Help Guide. In this link you will find an interactive guide with steps and also short tutorials which will help you.