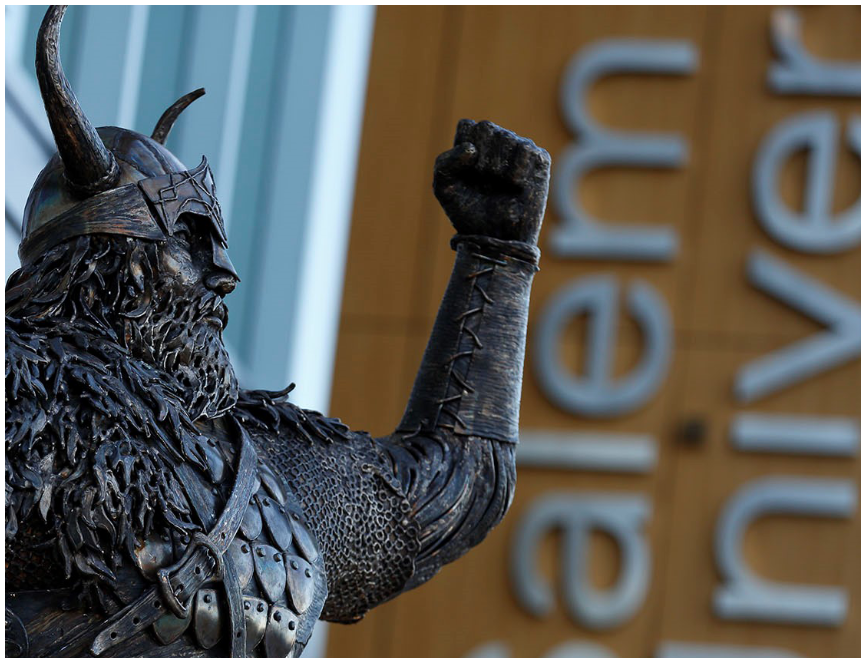


# School Dude Work Order System

## 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=650642204>
- If you are a returning user, Single Sign-On (SSO) may automatically login for you. If not, please sign in using you SSU username and password



Enter your SSU Login

Sign in

[Forgot your Username?](#)

[Forgot your Password?](#)

Need Help? Contact the ITS Help Desk at [978.542.2036](tel:978.542.2036)

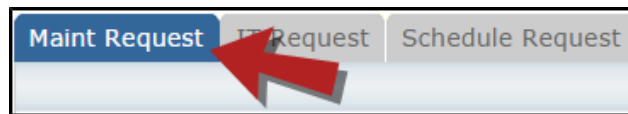
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## The Dude Says:

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.

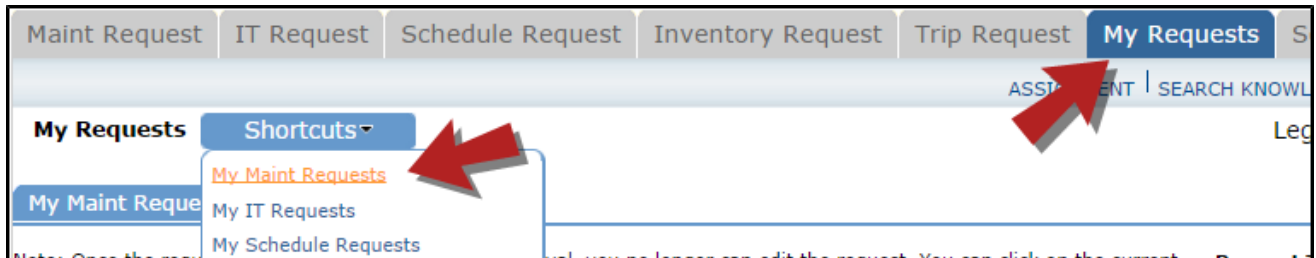
- Step 3:** Select the **Problem Type** that best describes the request/issue you are reporting.

- Step 4:** Type in a **Description** of the problem.

- Step 5:** Select a **Purpose** for the work if necessary.
- Step 6:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- Step 7:** 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 word into the **Search** box and clicking **Go**.

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.  
Search for "  
Search this results for:

Request Totals  
1 New Request  
1 Work In Progress

1 - 2 of total 2 listed

☐ Status

☐ WOID

☐ Area

☐ Area Number

☐ Purpose

☐ Location

☐ Building

☐ Description

☐ Action Taken

☐ Assigned To

☐ Request Date

☐ Type

☐ Complete Date

New Request 157	ABC High School	No Action Note	
Classroom Room 125	The printer in the classroom isn't working.	5/17/2012	
Work In Progress 149	ABC High School	No Action Note	
Classroom Room 123	The heat is not working in this room. It is very cold!	2/12/2010 Heating/Ventilation /Air Conditioning	

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