

## School Dude Instructions

### To register yourself as a Requester you must:

- Open your Internet Browser and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar at the top and press Enter or click on Go.
- If this is the first time your computer has been to this website, enter the Organization Account Number **6700627** and click **Submit Organization** as prompted:

**Time Available:** Type in the best time for a maintenance technician to come by.

**Purpose Code:** Click on the drop down arrow and select a purpose code.

**Requested Completion Date:** Enter the date by which you would like the work completed.

**Budget Code:** Select a budget.

**File Attachment:** A maximum of two files with a size limit of 3MB each may be attached to each work order.

**Submittal Password (always a required step):** Enter **cwru** (all lowercase) then click the **Submit** button and your work order will be routed to the appropriate person.

You will receive a **Request Receipt** email that the order has been received.

You will receive a **Work Order Complete** email when the order has been completed.

If you have any questions or need assistance, please contact our Client Service Center:

877-883-8337

-OR-

[support@schooldude.com](mailto:support@schooldude.com)

2-15-2018