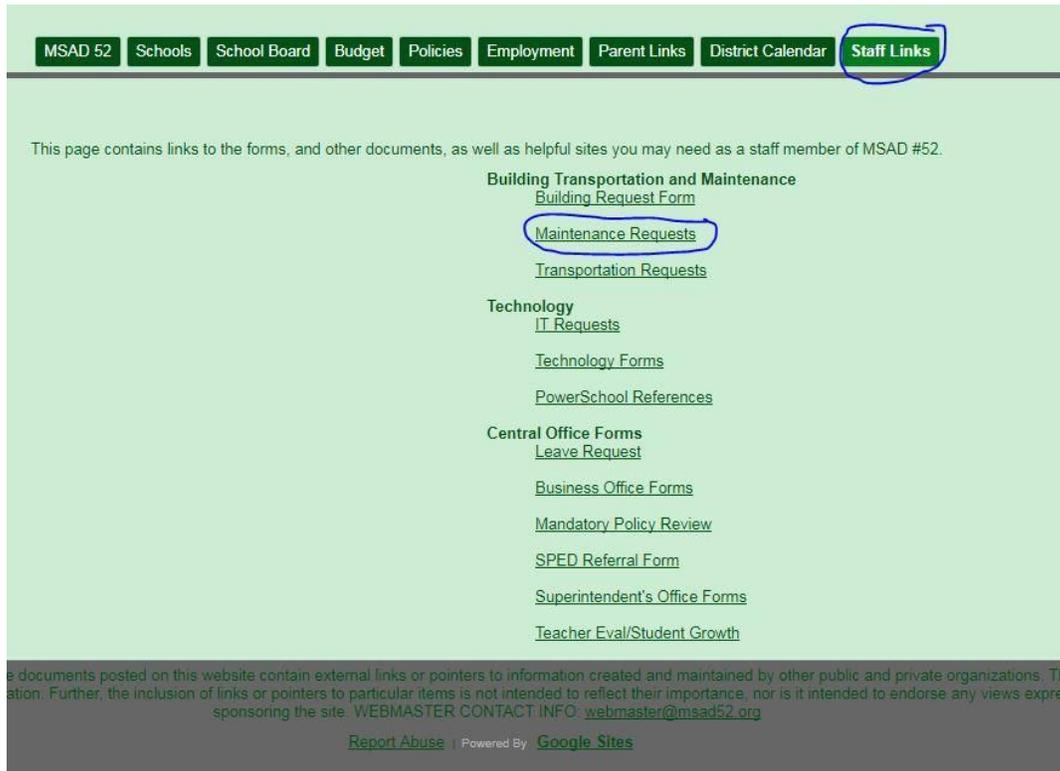


MSAD 52 School Dude Maintenance Request

Go to www.msad52.org

Click "**Staff Links**" in the upper right hand corner of the page.

You should see a webpage that looks like this:



Click "**Maintenance Requests**"

You should see this webpage:



*** If this is your first time entering a School Dude work order, skip to the “*First Time Users:” on the last page.**

Enter your MSAD 52 Email Address complete with “@msad52.org” and whatever password you set up when you first set up the account. {If you are unable to remember your password, click on the red “**Forgot Password?**” link, they will send you an email guiding you through the password change process.}

*If are not brought to the request form you may need to click the “**New Work Order**” tab at the top of the page. Whether or not this step is required depends on your specific account access level, if you don’t have the tab don’t worry about it.*

Fill out the form as indicated.

Please:

...make sure to fill out all required fields in request form.

...provide clear instructions and as many details as possible in body of request (Step 4).

...note that we try to complete as many requests as possible on the day requested, but due to request volume and staff availability this may not always be possible. If there is a particular time that maintenance workers or contractors need to work around please indicate so in the body of your request. For emergency maintenance call the facilities office 225-1020.

The Submittal Password is the same district-wide: **msad52**

The screenshot shows a web form titled "Water Leaks". It contains the following sections:

- Step 4** Please describe your problem or request. A text input field is present.
- Step 5** Requested Completion Date A date input field shows "01/28/2016". Below it is a note: "(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)"
- Step 6** Submittal Password A password input field with masked characters "*****" and a "Forgot Password?" link.
- Step 7**

Below the form steps is a "NOTE: You will receive the following notifications." section with the following text:

- You will be notified receipt of your request.
- You will be notified of status changes to your request.
- You will be notified if this request is completed.
- You will be notified if this request is declined.

At the bottom, there is a "Legend" section with a red checkmark icon and the text "Required Information".

Press “**Submit**”.

*First Time Users:

Click the downward arrow the right of the message: “**Never Submitted a SchoolDude Request? Register Here!**”

Fill out the form using a new personal password.

If you are accessing www.myschoolbuilding.com from the link on the district website it should have the account number filled in. If it is blank, or you are using a different link, the account number is: **56807424**

After filling it out press the “**Register**” button at the bottom of the form. You now should be logged in to Maintenance Direct.

Continue as indicated above.

For Assistance Contact Customer Service: 1-[877-868-3833](tel:877-868-3833) or email support@schooldude.com