SchoolDude is Kirtland’s new web-based, user-friendly work order system that can be accessed from any computer.

In an effort to improve customer service, eServices and the Facilities Department at Kirtland Community College would like to introduce our new work order process.

School Dude is an easy to use, online tool that allows customers to submit work request from their own computer.

This interactive tutorial will provide a brief demonstration of "How to Enter a Work Order Request."

Move your cursor over the icons to learn more about each application.

Maintenance Direct is for work orders directed to the Facilities Department.

IT Direct is the module for Work orders directed to EServices.
When you go onto the internet, enter [www.myschoolbuilding.com](http://www.myschoolbuilding.com) into your web browser. The first time your computer visits this website, you will need to enter our Organization Account number: **455640288**

Log-in to the system by entering your email address. If prompted to enter your first & last name, do so. *(You may want to create a shortcut; right click & save to desktop)*

Use your email address to login to SchoolDude

Click "Submit Organization"

This is your SchoolDude Homepage

Across the top of this page, you’ll see six tabs that will help you navigate to additional information.

**Step 1:** This area should already be filled in with information you entered on the sign-in screen.

Type this URL into your web browser!
Click on the appropriate tab for the type of work order you would like to submit.

Click on "Maint Request" to enter a work request for the Facilities Department.

Click on "IT Request" to enter a work request for EServices.

Follow the instructions on the yellow prompts.

Step 2
Choose a Location

& Select a Location from the drop down list.
Building

& Select a Building

& Area

& Select an Area from the pre-defined list

Type a specific Area or Room Number into the text box

Use this text box to identify a specific Area or Room Number

Intro to SchoolDude
Step 3: Identify a Problem

Step 3: This is where you choose a type of problem/request.
Click on the drop down arrow.

Choose a Craft (Problem Type) from the pre-defined list.
Wait as the page reloads!
Step 4: Describe your problem!

Step 5: Enter the best time for a technician to stop by.

Step 6: Click on the drop down arrow to select a Purpose from the drop down menu.

Step 7: You may request a completion date.

Step 8: Add an attachment.

Step 9: Enter your temporary password.

Step 10: Then, Click "Submit"
You will be taken to the "My Requests" page.

You can also reach the "My Requests" page by clicking the tab at the top of the Homepage.

- All of your work orders are listed here in descending order.
- **Sort** by clicking any of the categories listed in the blue area.
- **Search** by entering a keyword or work order number in the search box.
To begin entering work orders, you will need a password.
Your password is: "kirtland"

The first time you login, go to the "Settings" tab and edit your personal information.

Once your workorder is submitted, you will receive email updates informing you of work order status and changes.

You can also send an email to the responsible maintenance person by clicking their name.

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We hope you enjoy SchoolDude!

We have found this to be an effective work management tool which enables us to respond to requests more efficiently while providing our customers with automated feedback on work progress.

If you have any problems, please contact us:

**Facilities** ...........................................Evelyn Schenk
#263, or schenke@kirtland.edu

**EServices** ..............................................................
#499, or eservices@kirtland.edu

We welcome your feedback - please send us your comments!