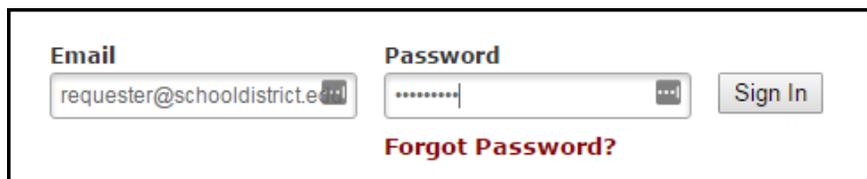


MaintenanceDirect Requester Guide

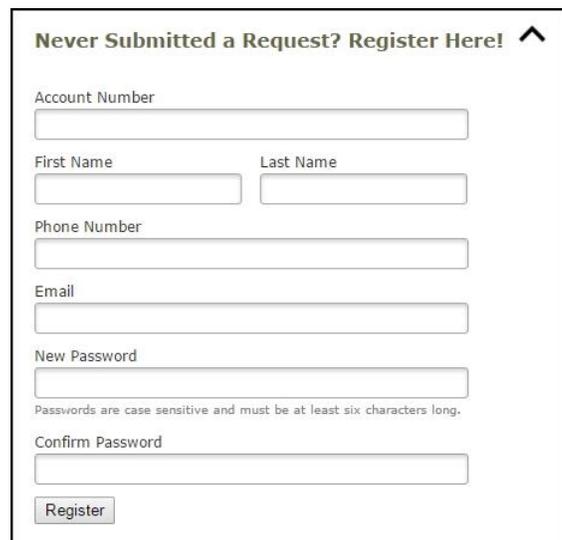
How to Register/Log in

- 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=156204328>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The screenshot shows a login interface with two input fields: 'Email' containing 'requester@schooldistrict.e...' and 'Password' containing '.....'. To the right is a 'Sign In' button. Below the password field is a red link labeled 'Forgot Password?'.

- If you are submitting your first request, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form.
**Note: Your registration will be complete after you submit your first work request.*
 - Enter the **Account Number** (156204328)
 - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the work order request form.



The screenshot shows a registration form titled 'Never Submitted a Request? Register Here!' with a dropdown arrow. It contains the following fields: 'Account Number', 'First Name', 'Last Name', 'Phone Number', 'Email', 'New Password', and 'Confirm Password'. A note states 'Passwords are case sensitive and must be at least six characters long.' A 'Register' button is at the bottom.

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.

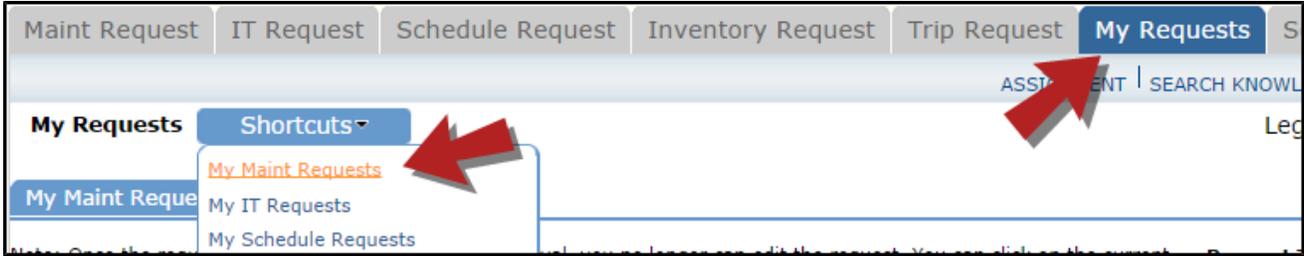
- **Step 3:** Select the Problem Type that best describes the request/issue you are reporting.

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

- **Step 5:** Enter a time that you are available for the maintenance work to come by.
- **Step 6:** Select a Purpose for the work if necessary. This will default to Reactive Maintenance.
- **Step 7:** Enter the date you would like to have the work completed by.
- **Step 8:** Select the **Budget** that will apply to costs related to this work request.
- **Step 9:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- **Step 10:** Type in the **Submittal Password**. **lesley**
- **Step 11:** 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 work 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: GO Show All

1 - 2 of total 2 listed

Request Totals

- 1 New Request
- 1 Work In Progress

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
Purpose			
New Request 157	ABC High School Classroom Room 125	No Action Note 5/17/2012	
Work In Progress 149	ABC High School Classroom Room 123	No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning	

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If you need additional assistance, Please contact the Physical Plant Office at 617-349-8881 or E-mail to plant@lesley.edu

For the Recent Security Enhancements (as of 7/18/16), See Guidelines Below:

SchoolDude, has just recently made a change to the log-in procedure for improved security. SchoolDude requires that current users of the work order system now have a password associated with their e-mail address to log in and place work orders going forward.

If you are a current user, the below steps will allow you to set up the new password requirement and continue using School Dude as you always have:

Setting up your password

1. Go to www.myschoolbuilding.com.
2. Enter your email address and enter **newuser** as the password.
3. The system should prompt the user to enter a new password.
4. Once the new password has been successfully reset, go back to www.myschoolbuilding.com and enter the email and the new login password.
5. If this doesn't work, the other option is to click 'Forgot Password' on the www.myschoolbuilding.com login page. This will ask for the user's email and then send a reset password email with a link to reset the password.
6. Again, go back to www.myschoolbuilding.com to login.
7. After these steps, if still having trouble logging in, try clearing cookies and cache in the web browser. To quickly access this setting, click Ctrl + Shift + Delete. Then choose to clear cookies and cache data going back as far as possible.

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