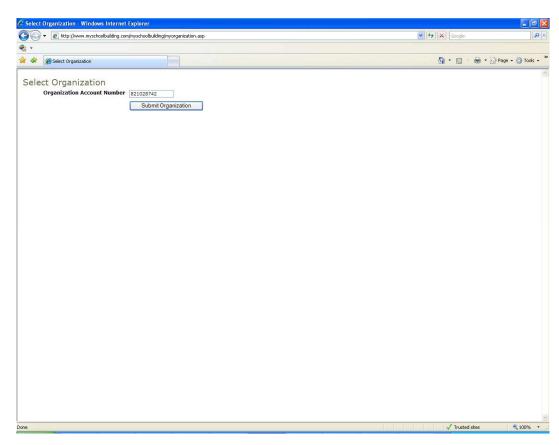
SchoolDude Maintenance Direct Work Order Program



www.myschoolbuilding.com

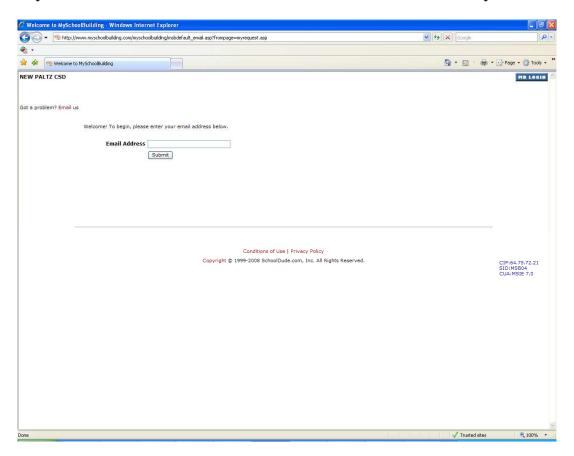
Stephen Callahan
Director School Facilities & Operations
845-256-4090

FIRST TIME ONLY: Type the account number 821028742 and click Submit Organization

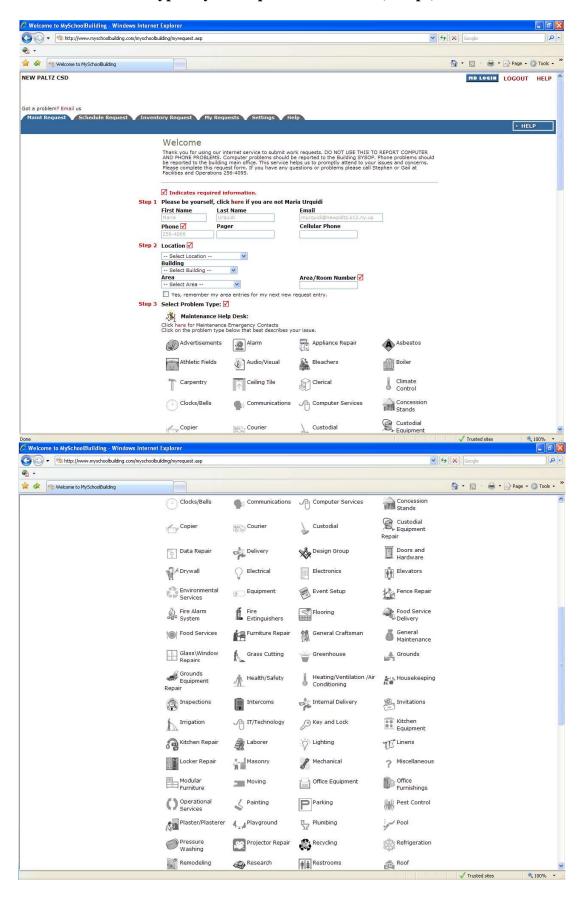


FIRST TIME ONLY:

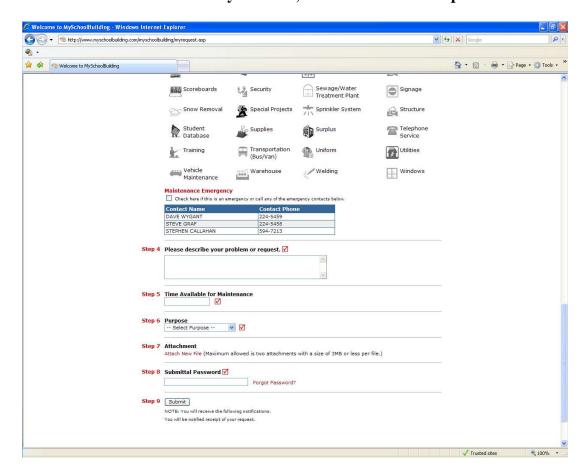
Enter your school email address and click Submit. It should remember you next time.



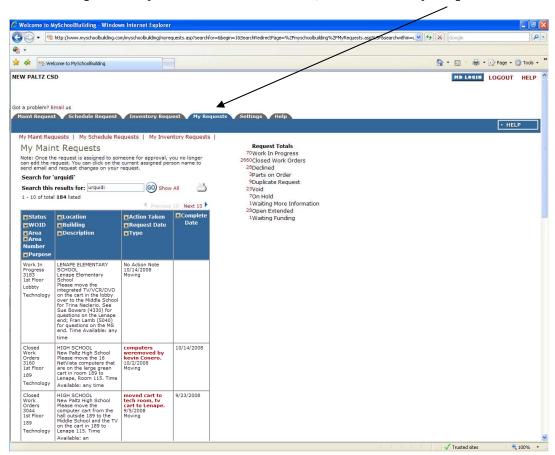
Type in your request information (9 steps)

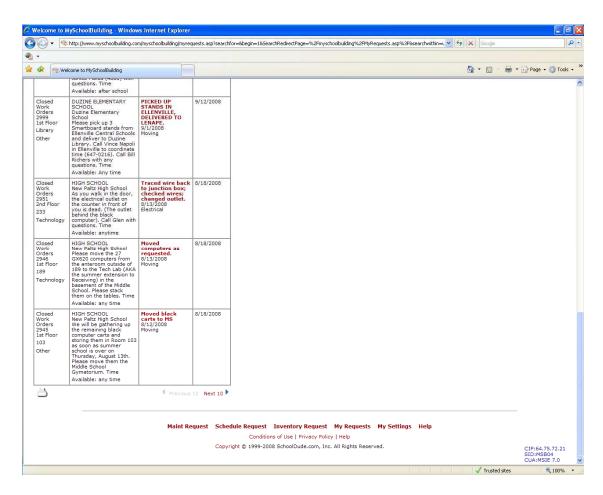


Password = Work Order – exactly like that, case sensitive with a space between words

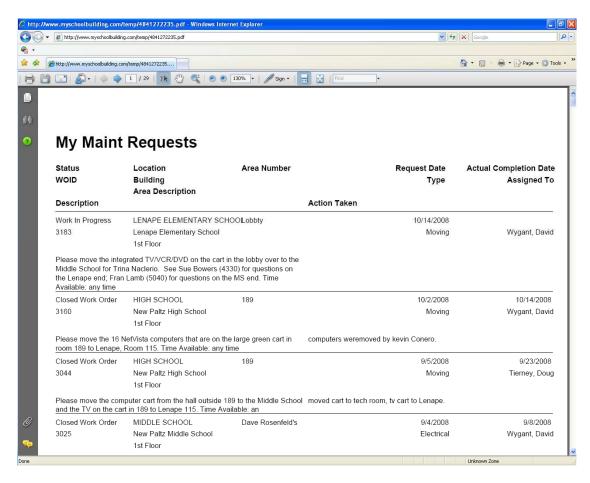


To see previously submitted work orders, click on the My Requests tab





Clicking the printer icon will print a list of your Maintenance Requests



Log Out when you are done by clicking on the red Logout at the upper right of the screen

