


# School District Maintenance/Custodial and IT/Computer Work Requests through SchoolDude



**School District of Ashland**  
Inspire and Empower All Students to Succeed Through Innovative Learning

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## Work Order System

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Work Order System Login page >

### SchoolDude Maintenance/Custodial and IT/Computer Work Requests

The School District's Building and Grounds Department uses "SchoolDude" for submitting work requests for all Maintenance and Computer Services. Our SchoolDude organization account number is **823691964**.

#### Current SchoolDude User?

If you have previously submitted work requests, you **DO NOT** need to register. Click on the **Work Order System Login page**. Enter your school email address and the password you have chosen for SchoolDude. If you have forgotten your password, click on **Forgot Password?** Enter your school email on the next screen. You will receive an email link to create a new password to login. Once you have your individual password, enter your Email & Password. Then click on **Sign In**

#### New Requester?

If you are a new requester click on **Never Submitted a SchoolDude Request? Register Here!**

Complete all information then click the **Register** button. **NOTE:** Registration will be complete after you submit your first request. **New users are not saved until their first request has been submitted.**

The Submittal Password for all work requests district-wide is always: **ashland**

For your convenience, you can bookmark the sign-in page or save a shortcut to your desktop.

Please contact Karie Hudson, Administrative Assistant, Facilities & Grounds at khudson@sdak12.net or Ext. 6101 if you have questions.


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If at any time you are asked for our organization account number please enter: **823691964**

# School District Maintenance/Custodial and IT/Computer Work Requests through SchoolDude

← → ↻ [login.myschoolbuilding.com/msb](https://login.myschoolbuilding.com/msb)

School District of Ashland



School District of Ashland

**Current SchoolDude User? Login Here!**

Email  Password

[Forgot Password?](#)

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**Never Submitted a SchoolDude Request? Register Here!** ▼

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Complete all information then click the **Register** button. **NOTE:** Registration will be complete after you submit your first request. **New users are not saved until their first request has been submitted.** After set up use SchoolDude account login using your school email and password for submitting any future work requests.

On the work request, **STEP 7 Submittal Password for all work requests is always: ashland**

Please only click the submit button once to process as if it is clicked more than once it will generate that many duplicate work requests.

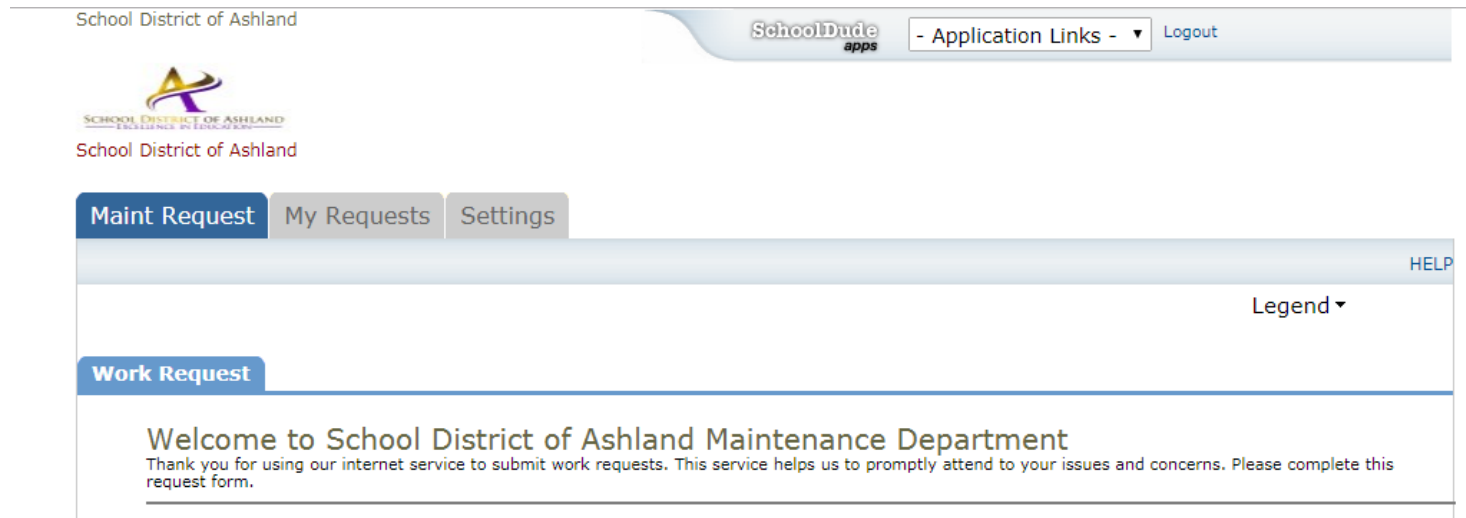
# School District Maintenance/Custodial and IT/Computer Work Requests through SchoolDude

You are able to utilize the following tabs in SchoolDude:

**Maint Request** tab for submitting your work requests.

**My Requests** tab will show you your individual work requests submitted and the status of your work requests.

**Settings** tab for updating/changing your individual information if needed, i.e.; name, location, phone, ext.



School District of Ashland

SchoolDude apps - Application Links - Logout

SCHOOL DISTRICT OF ASHLAND  
SCHOOL DISTRICT OF ASHLAND

Maint Request My Requests Settings

HELP

Legend ▾

**Work Request**

**Welcome to School District of Ashland Maintenance Department**  
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

## **SchoolDude Work Order System:**

- \* Saves you time.
- \* Simplifies work requests submission.
- \* Makes it easy to go back and check your previously submitted work requests and the status.

This also helps us:

- \* Reduce unnecessary paperwork.
- \* Reduce work processing time.
- \* Improve our communication with you.
- \* Improve our productivity in keeping your site clean, safe, and well-maintained.

Contact Karie Hudson, Administrative Assistant, Facilities & Grounds at khudson@sdak12.net or Ext. 6101 if you have questions.