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

INSPIRE AND ENGAGE
EVERY STUDENT, EVERY DAY.

SCHOOL DISTRICT OF ASHLAND
— EXCELLENCE IN EDUCATION —

DREAM. BELIEVE. ACHIEVE.

Work Order System

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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. Access the brief **SchoolDude work request guide**.

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

If your computer get updated or if 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

School District of Ashland

School District of Ashland

Current SchoolDude User? Login Here!

Email
khudson@sdak12.net

Password
••••••••

Sign In

Forgot Password?

Never Submitted a SchoolDude Request? Register Here!

Account Number
823691964

First Name
Karie

Last Name
Hudson

Phone Number
715-682-7952 X6101

Email
khudson@sdak12.net

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Register

**NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.**

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

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.**   Login to SchoolDude using your school email and password for submitting any future work requests.

In your work request, STEP 7 **Submittal Password for all work requests is always:** **ashland**

Please only click the submit button once to process. There may be times it takes longer to process but if it is clicked more than once it will generate that many duplicate work requests.

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 Maintenance/Custodial and IT/Computer Work Requests through SchoolDude

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.