

**St. Cloud State University**  
**School Dude Work Request Web Site**

Enter your work requests at this site, as per instructions below:

<http://www.myschoolbuilding.com>

For more registration information: <https://www.schooldude.com/msb>

**New Requester**

Step 1 – Register

**The system will ask for Organization Acct Number – please enter: 102741259. Then enter your name, phone number, and campus email address. Finally, create a new password, which you will have to enter twice under “New Password” and “Confirm Password.”**

(Note: It will ask for Org. Number just once at starting point. Next visit to site – it will recognize you.)

Step 2 – Click “Register”

Now you should be able to submit a work order.

Step 3 – Continue to the instructions to submit a work order below.

After registering, you are now in the system and should be able to login with your email and your newly created password.

**Existing Requester**

Step 1 – In the sign in section, enter your school email. For your password enter “newuser” then submit.

Step 2 – On the next screen it will have you reset your password. For the old password, enter “newuser.”

You will then create your own password, which you will use from now on.

Step 3 – Continue to the instructions to submit a work order below.

### **Submitting a Work Order**

Step 1 – Indicates your user information.

Step 2 - Select a “Location” and an “Area” (from drop-down menu lists). In addition, at “Area/Room Number” – enter the room number for the request. (This is a required field so if no room number – enter a floor - such as basement, 1<sup>st</sup> flr., etc.)

Step 3 - Select a “craft” from menu list - that best describes problem/request type.

Step 4 - Enter work request details. Please include any contact person’s name and phone number.

Step 5 – Enter the submittal password: **Use huskies, not the password you created.**

Step 6 – Click on “Submit”. **(See attachment as it illustrates the new work request page.)**

Your work request will be assigned a work order number and you should receive an email confirming that Facilities Management has received the request and assigned it to a tradesman. You will also receive an email when the order has been moved to completed status.

If you have any questions, please call Facilities Management at 308-3166. Thanks!