

## SchoolDude Work Request Instructions for St. Cloud Campus

SchoolDude out of North Carolina is the provider for your campus work requests. SchoolDude has improved “tracking” for users, and more detailed reporting capabilities for the supervisors. As before, you will use your SCSU email address as your user ID in the program.

**Effective immediately, we ask that you enter your work requests at this site, as per instructions below:**

<http://www.myschoolbuilding.com>

**The system will ask for Organization Account Number – please enter: 102741259. (Hit submit)**  
**Then enter your campus email address - your name & info will appear in shaded - gray at Step 1.**  
(Note: It will ask for Org. Number just once at starting point. Next visit to site – it will recognize you.)

Step 1 – Indicates your user information.

Step 2 - Select a “Location” and an “Area” (from drop-down menu lists). And 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> floor, 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: **huskies**

Step 6 - Click on “Submit”.

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 receive an email again when the order has been moved to “*Completed*” status.

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

Kari Kinney  
Facilities Management