

# Hello Chabot Las Positas Community College District ,

As many of you are aware, CLPCCD is moving away from the SPMMS work order system to the School Dude work order system. This system works a little differently as it allows anyone to write a work request. The request is automatically routed to the manager's designee for the area selected. The work order is then approved by that designee before being routed to M&O.

Please follow the directions below on how to register and log in. **(When requested, the account number is 1781417472)**. Once registered, please follow the next set of directions on how to submit a work request. Please remember you only need to register if you are submitting a work request.

## How to Register/Log in

If you are submitting your first request, you will need to complete the registration form. Use the instructions under **New User** to create your account. If you have submitted requests through the MySchoolBuilding page in the past, use the instructions under **Returning User** to log into your account.

If you are having trouble logging in, see [Requester Login Help](#) for troubleshooting tips.

Watch the Video Tutorial:



## Returning User

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com).
- Enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** link and enter your email address. We'll send you instructions for resetting your password.

<b>Email</b> <input type="text" value="requester@schooldistrict.edu"/>	<b>Password</b> <input type="password" value="....."/>	<input type="button" value="Sign In"/>
<b>Forgot Password?</b>		

### The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click the icon next time you want to sign in.

## New User

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com).
- If you are submitting your first request, you must enter registration information first. Click on the down arrow (▼) next to **Never Submitted a Request? Register Here!** to expand the registration form. *\*Note: Your registration will be complete after you submit your first request.*

## Never Submitted a SchoolDude Request? Register Here!



Account Number

First Name

Last Name

Phone Number

Email

New Password

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

Confirm Password

Register

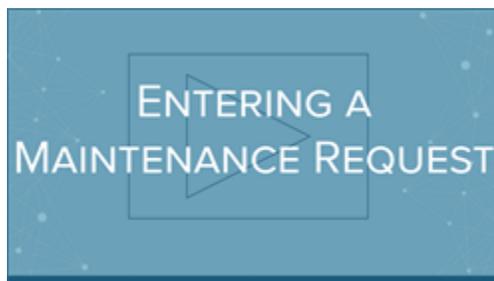
NOTE: Registration will be complete after you submit your first request.  
New users are not saved until their first request has been submitted.

- Enter the **Account Number 1781417472**.
- Enter your **First Name** and **Last Name**, as well as your **Phone Number** and **Email Address**.
- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be at least 6 characters long.
- Click **Register** to go to the work order request form.

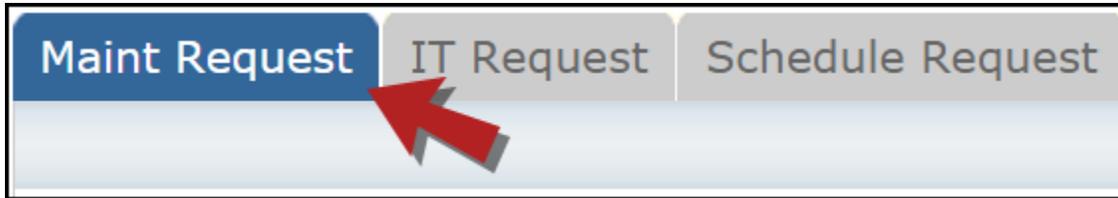
**Congratulations you have registered and are now ready to submit a work request. When asked the submittal password is CLPCCD**

## How to Submit a Work Request

Watch the Video Tutorial:



- Make sure you are on the **Maint Request** tab at the top of the screen.



*\*Note: Any field marked with a red checkmark (☑) is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

**Step 2**    **Location** ☑

Eleanor Harper Concert Hall ▼

**Building**

--Select Building-- ▼

**Area**

Classroom ▼

**Area/Room Number** ☑

Room 202

Yes, remember my area entries for my next new request entry.

- **Step 3:** Select the **Problem Type** that best describes the request/issue you are reporting.

**Step 3** Select Problem Type:



**Maintenance Help Desk:** Click on the problem type below that best describes your issue.



Carpentry



Custodial



Electrical



Equipment



Event Setup



Glass\Window Repairs



Grounds



Heating/Ventilation /Air  
Conditioning

- **Step 4:** Type in a **Description** of the problem.

**Step 4** Please describe your problem or request.

Outlet on the far wall is not working properly.

*\*Note: The following fields may or may not be available on your request form depending on how the Administrators have set up the account. Remember to fill out any required fields marked with a red checkmark before submitting your request.*

- **Step 5:** Enter a **Time Available for Maintenance** when it is convenient for the work to be performed.
- **Step 6:** Select a **Purpose** for the work if necessary.
- **Step 7:** Enter the date you would like to have the work completed by.
- **Step 8:** Select the **Budget** that will apply to costs related to this work request.
- **Step 9:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- **Step 10:** Type in your organization's **Submittal Password**.
- **Step 11:** Click the **Submit** button.

Thank You for all you do. If you have questions please contact me at your convenience.

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