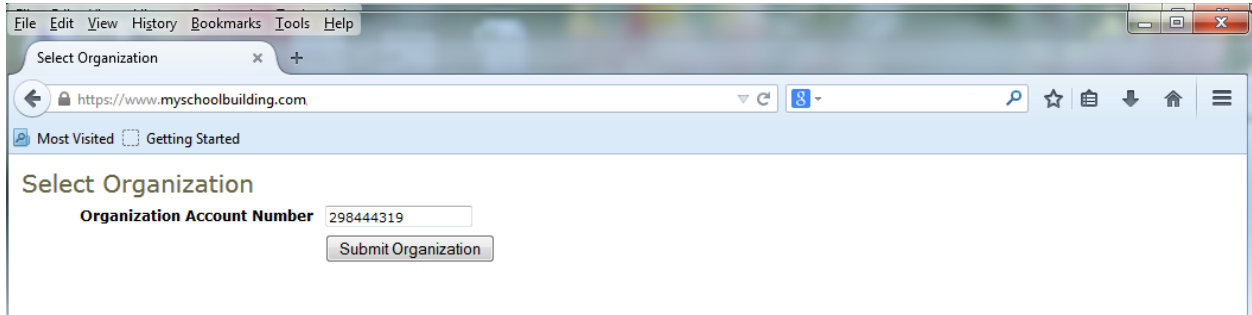


How to Put in a Maintenance Work Order with Schooldude

1. Login to www.myschoolbuilding.com
2. Enter our Acct # **298444319**



File Edit View History Bookmarks Tools Help

Select Organization x +

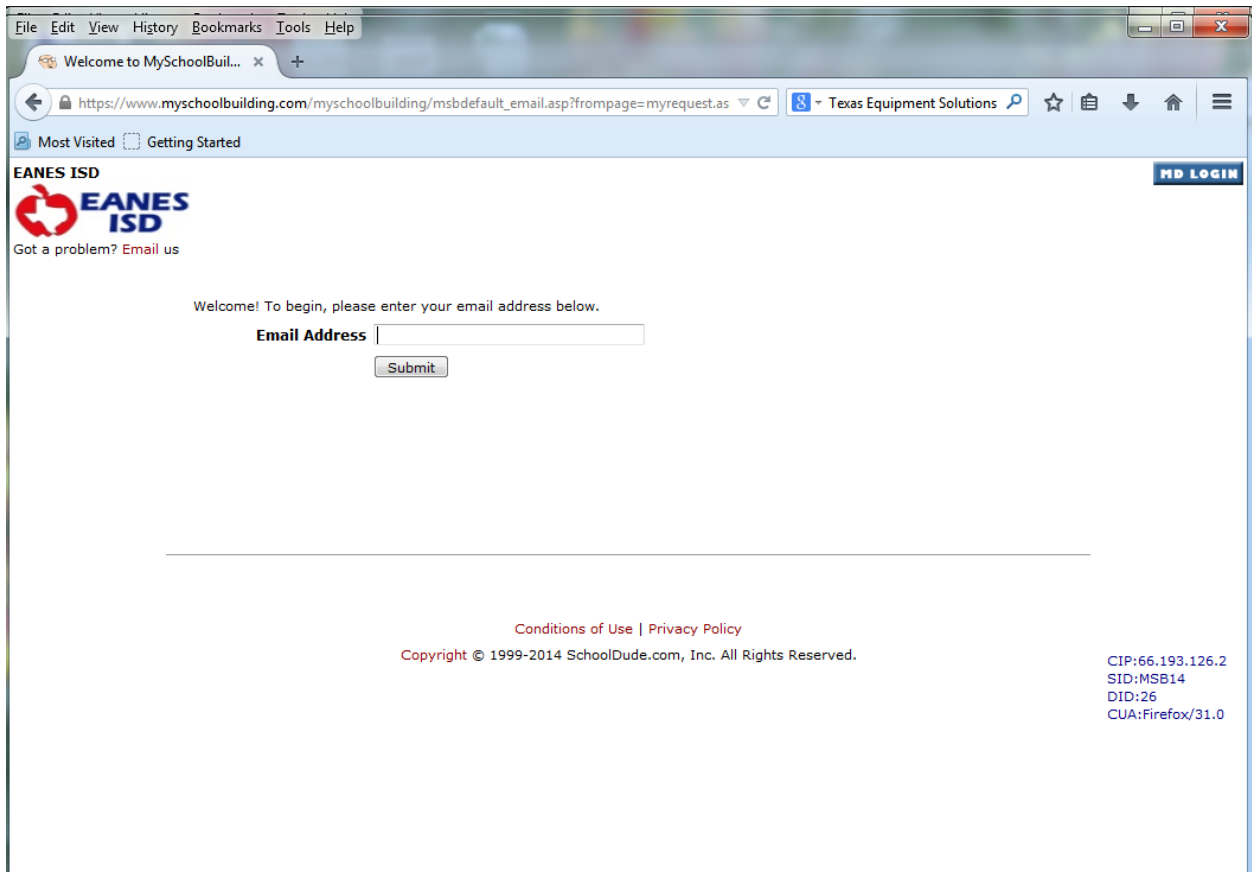
https://www.myschoolbuilding.com

Most Visited Getting Started

Select Organization

Organization Account Number

3. Enter your email address



File Edit View History Bookmarks Tools Help

Welcome to MySchoolBuilding x +

https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.as

Most Visited Getting Started

EANES ISD **MD LOGIN**

Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

Conditions of Use | Privacy Policy

Copyright © 1999-2014 SchoolDude.com, Inc. All Rights Reserved.

CIP:66.193.126.2
SID:MSB14
DID:26
CUA:Firefox/31.0

4. Fill in the **Location, Area** and **Room Number** where the issue is

EANES ISD SchoolDude apps - Application Links - Logout

EANES ISD
Got a problem? [Email us](#)

Maint Request | Schedule Request | My Requests | Settings HELP

Legend ▾

Maintenance Request

Welcome
To submit your request complete the following form.

Step 1 Please be yourself, click [here](#) if you are not Emily Richardson

First Name
 Last Name
 Email

Phone
 Pager
 Mobile Phone

Step 2 **Location**

Building

Area **Area/Room Number**

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

5. Click the category of your Work Order issue

Step 3 **Select Problem Type:**

Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

Alarm	Carpentry	Ceiling Tile	Climate Control
Concrete	Custodial	Delivery	Doors and Hardware
Electrical	Electronic Door Access	Energy Management System	Fence Repair
Flooring	General Maintenance	Glass/Window Repairs	Graffiti
Grounds	Grounds Equipment Repair	Gutter Downspout	Handicap Accessibility
Health/Safety	Heating/Ventilation /Air Conditioning	Indoor Air Quality	Irrigation
Key and Lock	Kitchen Repair	Lighting	Locker Repair
Painting	Pest Control	Pest Control Indoors	Pest Control Outdoors
Plumbing	Roof	Security	Security Camera
Signage	Tree Services	Vehicle Maintenance	Warehouse
Warranty			

6. Type in description of your issue

Step 4 Please describe your problem or request.

Step 5 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 6 Submittal Password

[Forgot Password?](#)

Step 7

7. Type in your schooldude password (Click “Forgot Password” to have it emailed to you.)

8. Click Submit

Emergency Work Orders

If you submit an Emergency Work Order, please call us as well at 732-9040.

Emergency WO are things like a gas smell, flooding, an exterior door not locking, etc. Try contacting the custodian for your building first for things like toilet overflowing, before calling us so they can begin clean-up immediately.

Notes: We prefer to have only 1 or 2 people at each school submitting Work Orders to avoid duplicates.