School Dude  
Maintenance Request Instructions

When do I use this tool?
Schooldude Maintenance Direct will be utilized by our staff moving forward. When you have an issue that you would like the maintenance staff to be aware of, please enter the necessary information following the directions outlined. This system will replace the current paper work order system. It will allow for greater ease in managing and tracking all maintenance efforts in the district.

2. Your username will be your email, if you have not yet logged in to School Dude – either in Trip Direct or Maintenance Direct, your password will be newuser. If this is the first time you’ve logged in, you’ll be asked to change your password. Please change it to something you will remember.
   a. If you have already changed your password by logging into Trip Direct – please use the same password for Maintenance Direct. When the form is complete, you’ll be asked for a submittal password, which is “password”.
3. Click on the tab labeled Maint Request.

4. All fields containing ☑ must be filled in.
5. If your building is not listed, please call Ellen Dentinger at 541-524-2278
6. The submittal password is password – not the password you changed in step 2
7. The form will be sent directly to the head custodian in your building – and directed to maintenance if necessary.