

SCHOOLDUDE



Use SchoolDude for
all Maintenance
Requests

Logging in to SchoolDude



➤ School Website

➤ Staff Resources

➤ SchoolDude*

➤ Enter your 218
email address

➤ Submit

➤ Enter First Name and
Last Name

➤ Submit

CHSD 218 MD LOGIN

CHSD218

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

Email Address

CHSD 218

CHSD218

Indicates required information.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="susan.lehner@chsd218.org"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Select Organization

Organization Account Number

*If you do not get the CHSD 218 Login screen, enter the **Organization Account Number** as shown.

Steps 1-2



- Maint Request tab
- Verify your data
- Select Location, Area, Area/Room Number
 - 🔧 May check box to remember entries for next request

Maint Request IT Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Maintenance Request

Welcome
To submit your request complete the following form.

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

First Name Susan	Last Name Lehner	Email susan.lehner@chsd218.org
Phone 	Pager 	Mobile Phone









Step 2

Location <input checked="" type="checkbox"/> Richards High School	Area/Room Number <input checked="" type="checkbox"/> 172
Area Classroom	


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




















Steps 3-8



-  Select Problem Type
(only 1 type may be selected per request)
-  Describe problem or request
-  Enter Time Available for Maintenance
-  Attach file if desired
-  Submittal Password is chsd218
 -  Forgot Password does not work until you have successfully entered at least one work order
-  Submit
-  Logout (upper right) when finished with SchoolDude

Step 3 Select Problem Type:

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

 Carpentry	 Custodial	 Delivery	 Doors and Hardware
 Electrical	 Equipment	 Event Setup	 Grounds
 Heating/Ventilation /Air Conditioning	 Key and Lock	 Kitchen Equipment	 OK Lighting
 Moving	 Painting	 Pest Control	 Playground
 Plumbing	 Roof	 Vehicle Maintenance	

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7 Submittal Password
 [Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified if this request is completed.



My Requests

➤ After submitting, you will see a list of your requests under My Requests.

Maint Request IT Request **My Requests** Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

My Requests Shortcuts

My Maint Requests

Your request has been successfully submitted.
Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Request Totals
1 New Request

Search for "

Search this results for: Show All

1 - 1 of total 1 listed

Status	Location	Action Taken	Complete Date
WOID	Description	Assigned To	
Area		Request Date	
Area Number		Type	
New Request	Richards High School	No Action Note	
110	Dave, this is just a test - please ignore Time Available: 8 am -3 pm	Olson, David	
Classroom		8/17/2015	
172		Lighting	

➤ You will also receive an email with the request receipt.

SchoolDude Message Center

Request Receipt - 110