

ERUSD SchoolDude Maintenance Guide

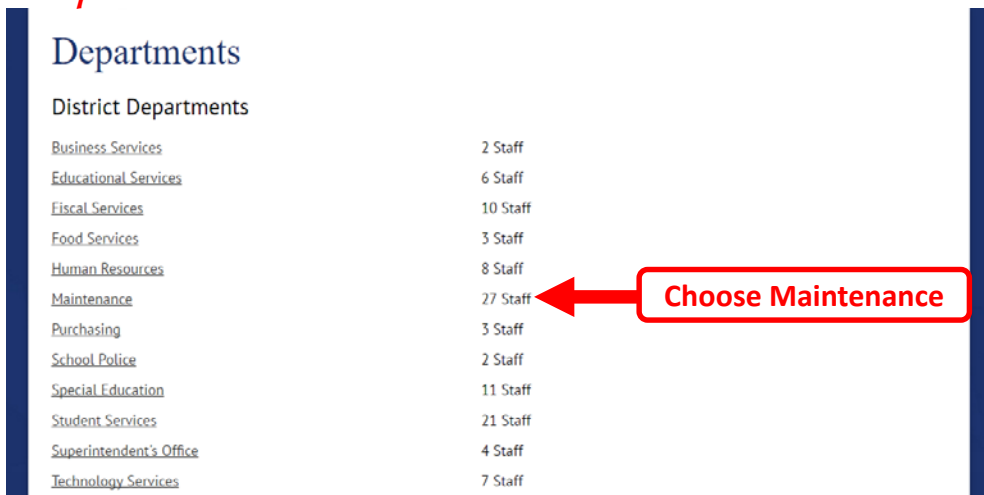
How to enter a New Work Order for Maintenance

Step 1: Go to erusd.org

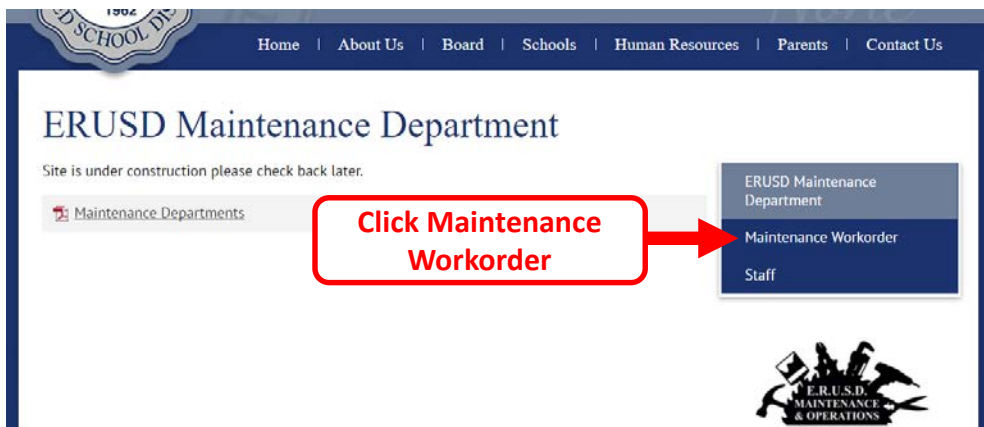
Step 2: Select District Departments



Step 3: Choose Maintenance



Step 4: Click on Maintenance Workorder



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Step 5: Click on SchoolDude Image or URL

Maintenance » Maintenance Workorder

Maintenance Workorder



Click on Image or URL

The School Dude service helps us to promptly attend to your issues and concerns. Please follow the directions to log in. **Click link below to enter a Maintenance Workorder**

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=172469248>

Step 6: Enter your ERUSD.org Gmail account address, then click submit

Rancho Unified School District



Enter your ERUSD gmail account address. Click submit

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

Email Address

Once you are in SchoolDude, you will enter information in the required fields (red checked boxes). For location Phone Number, enter School/Site.

Indicates required information.

First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

Please list the school's phone number.

Note: This information will be saved after you submit their first request has been submitted.

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The next step is very important.

Choose Maint Request

You will now select the type of work request that you wish to enter by clicking the appropriate tab.

El Rancho Unified School District

SchoolDude apps - Application Links - Logout

erUSD

El Rancho Unified School District

Maint Request IT Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | Legend ▾

Maintenance Request

Maintenance Request Form
To submit your request complete the following form.

Step 1 **Please be yourself and click here if you are not Belinda Larrache** **#1**

First Name Belinda **Last Name** Larrache **Email** blarrache@erusd.org

Phone 562-801-5252 **Pager** **Mobile Phone**

Step 2 **Location** **#2**

-- Select Location --

Building -- No Building Available --

Area -- Select Area -- **Area/Room Number**

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

#1 - Step 1 - Verify information

*#2 - Step 2 - Select your Site &
Enter your Area/Room Number*


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#3 - Step 3 - Select Problem Type:






































Click the appropriate icon that best represents the issue you are having. The example below is requesting the A/C to be assessed.


#4 - Step 4 - Provide as much detail as possible in "Step 4" in order for us to better resolve your issue.

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

Step 3 Select Problem Type:  #3

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

 Air Conditioning	 Burglar Alarm	 Carpentry	 Clocks/Bells
 Custodial	 Delivery	 Desk Repair	 Doors and Hardware
 Electrical	 Elevators	 Equipment Maintenance	 Fire Alarm System
 General Maintenance	 Graffiti	 Grounds	 Grounds Equipment Repair
 Hazmat/Waste	 Heating	 Heating/Ventilation /Air Conditioning	 Irrigation
 Key and Lock	 Lighting	 Moving	 P/A System
 Painting	 Pest Control	 Plant Services	 Plumbing
 Pool	 Refrigeration	 Restrooms	 Roof
 Surplus	 Telephone Service	 Tree Services	 Vehicle Maintenance
 Wheelchair Lift			

Step 4 Please describe your problem or request.  #4

A/C is blowing out hot air. Please assess. Thank you

Step 5 Time Available for Maintenance
any

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 of status changes to your request.
You will be notified if this request is completed.
You will be notified if this request is declined.
You will be notified if this request is marked as voided.
You will be notified when this request has been duplicated.

#5 Step 5 - Type in Time Available

#6 Step 7 - Enter "erudit" as the Submittal Password

#7 Step 8 - Click submit