

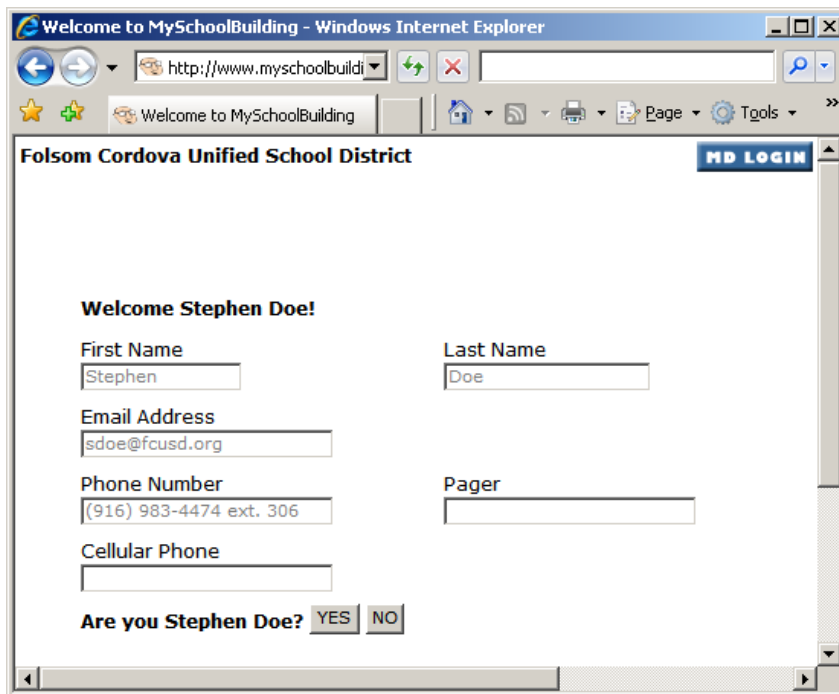
Submitting a Maintenance Work order

The maintenance department has transitioned to a new work order system which now allows all staff to submit work orders. For example, a teacher may submit a work order request to have a light bulb replaced. The request will route to the head custodian who will either complete the work or forward it to the maintenance for completion.

Please follow the steps below and contact us at 916.631.0501 if you have any questions or concerns.

1. In a web browser, (Internet Explorer, Firefox, etc.), open <http://www.fcusd.org/schooldude>
Click the **End Users – Submit a Maintenance Work Order** link.

If *SchoolDude* has been accessed previously on your PC, a screen similar to the following will be displayed. If you are the user indicated, click **Yes** and go to Step 5. If not, click **No** and continue to Step 2 of this document.



Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuildi

Welcome to MySchoolBuilding

Folsom Cordova Unified School District

MD LOGIN

Welcome Stephen Doe!

First Name: Stephen

Last Name: Doe

Email Address: sdoe@fcusd.org

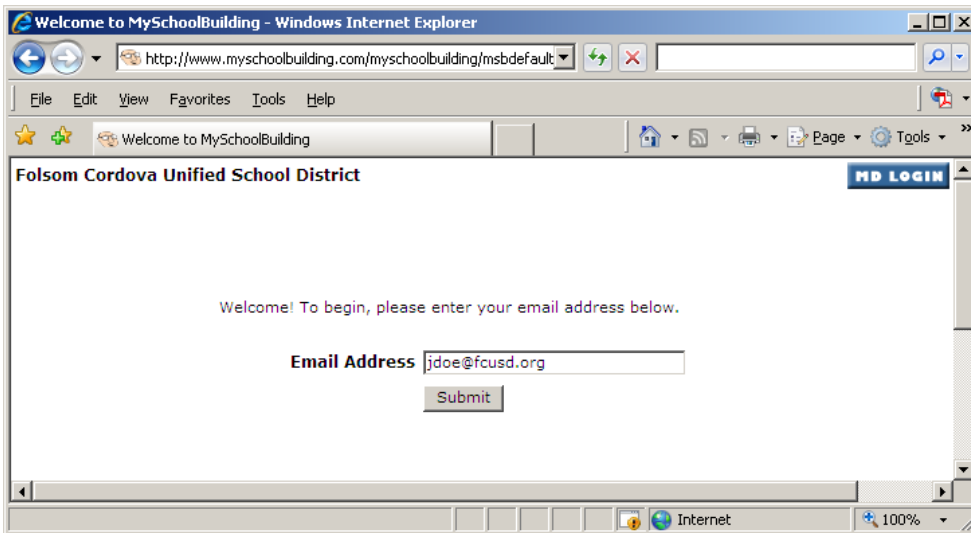
Phone Number: (916) 983-4474 ext. 306

Pager:

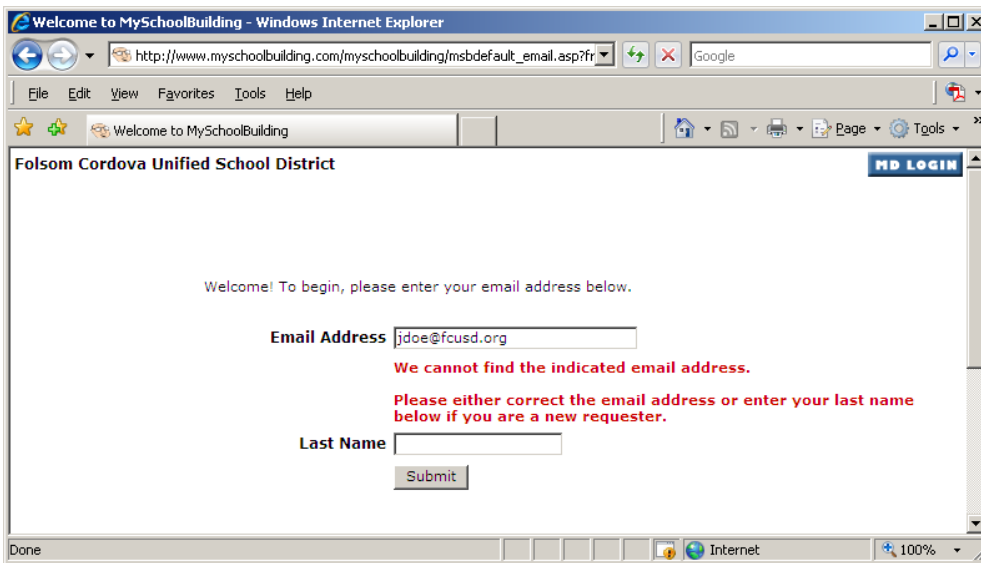
Cellular Phone:

Are you Stephen Doe? YES NO

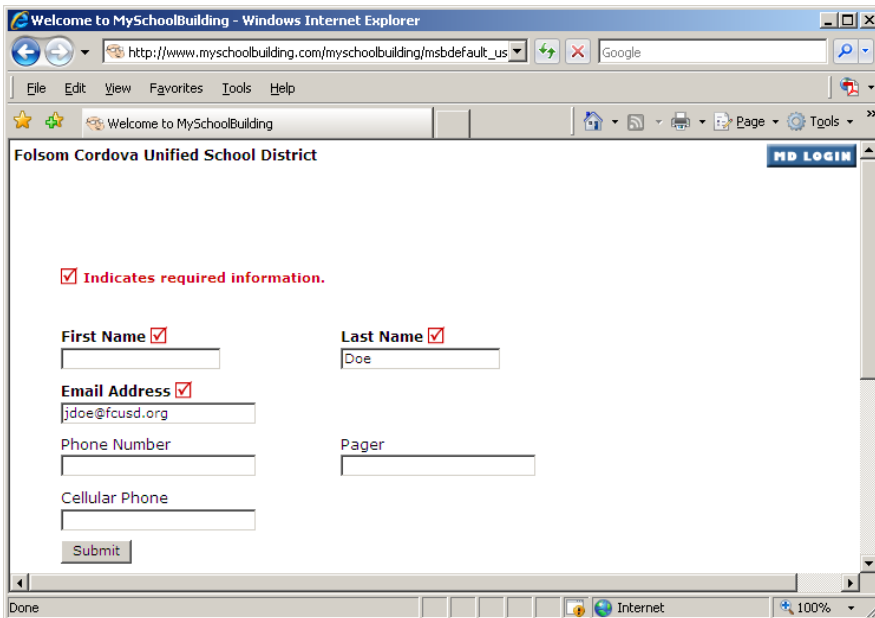
2. Enter your district eMail address (e.g., jdoe@fcusd.org). At this point, your screen should look similar to the following. Click **Submit**.



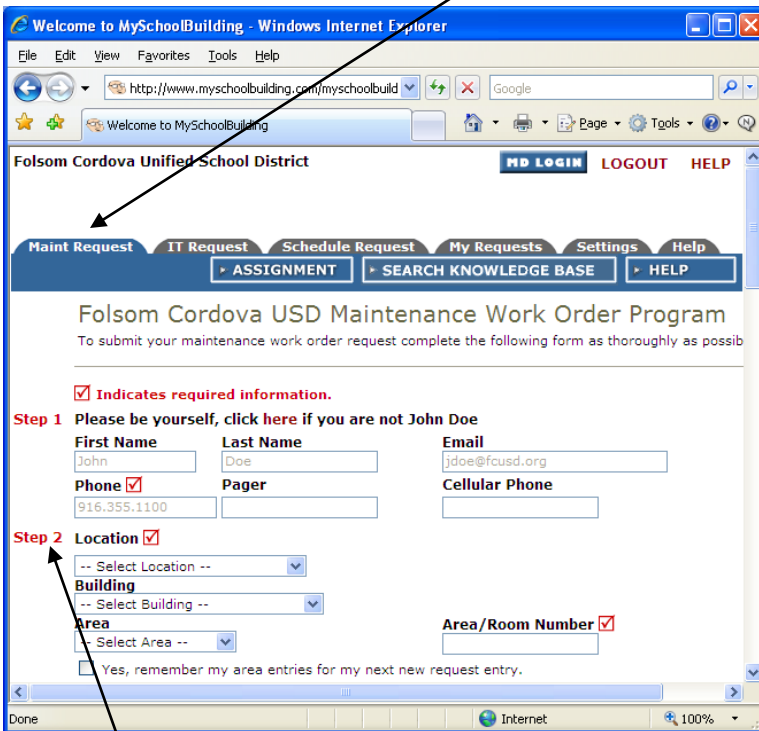
3. If you've never registered with *SchoolDude*, you'll see a screen similar to the following. If you have registered, skip to Step 5 of this document.



- 4. Enter your last name and click **Submit**. Complete the **First Name** and **Phone Number** fields and click submit.

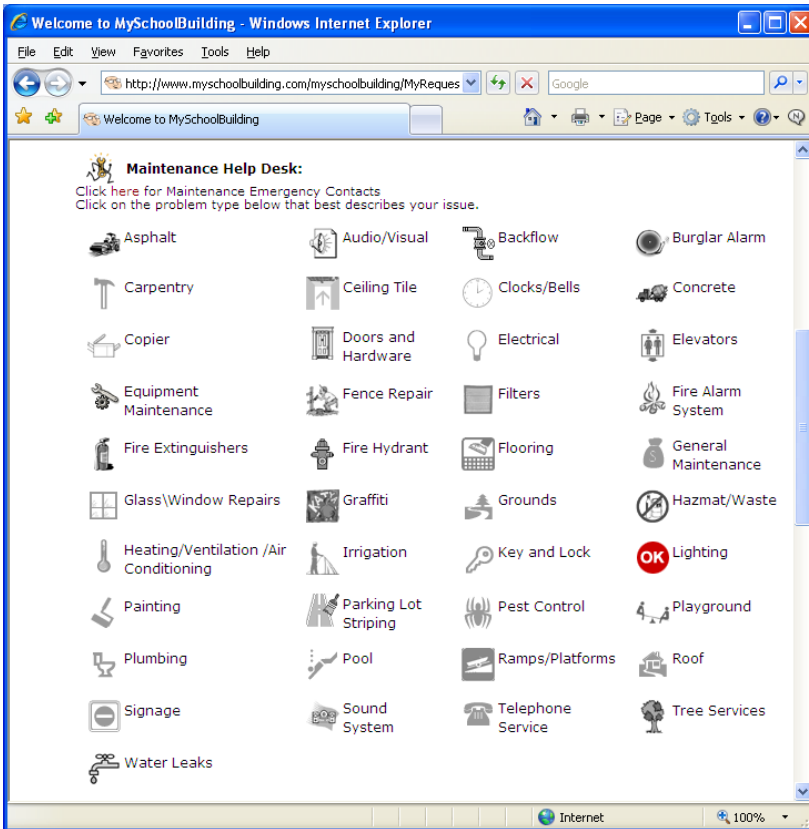


- 5. Congratulations – you’re now ready to submit a work order! Before you begin, check that you’re on the **Maint Request** tab. If not, click **Maint Request** to continue.



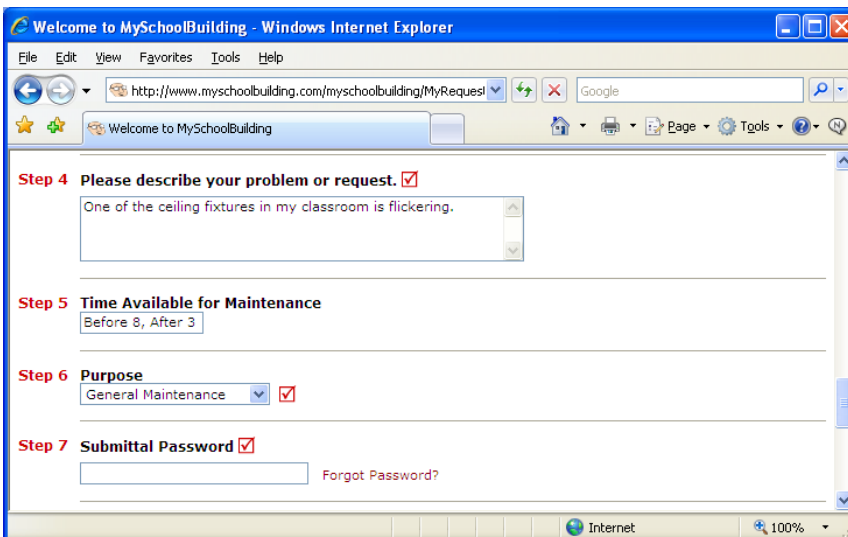
Under **Step 2**, use the drop-down combo box to select your location. Use the **building** and **area** combo boxes to complete that information to the best of your ability. Enter your room number/specific location into the **area/room number** field.

6. Scroll down and click the category which **best matches your primary request**. For instance, if you need a lamp replaced in your classroom, you would select **Lighting**.

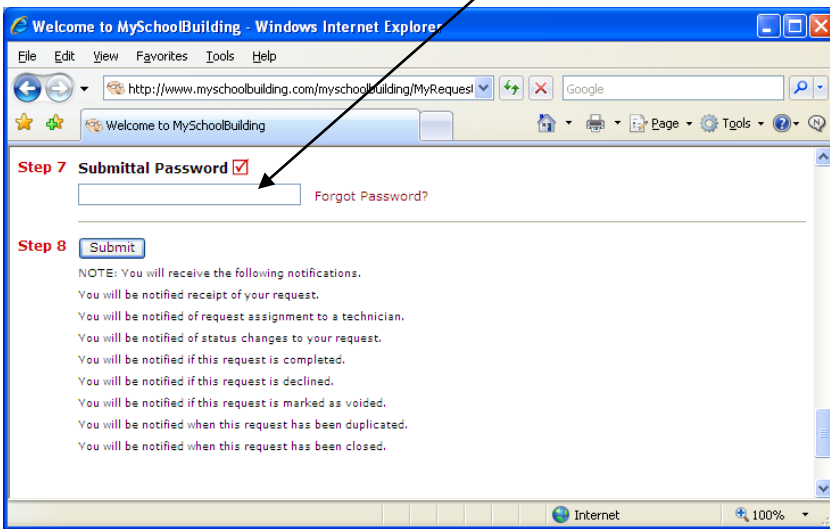


7. Please provide a description of the request under **Step 4** (example below).

Step 5 (time available for maintenance) is optional. Under **Step 6**, select **General Maintenance** unless your request better satisfies one of the other categories.



8. Almost there! Under step 7, enter **FCUSDWO** as the submittal password and click **Submit**.



9. Once submitted, a screen similar to the following will appear showing the newly-created work order.



You can log back into *SchoolDude* at any time to view the status of this or any other work order. Your head custodian or the maintenance department will contact you with additional questions or, if none, you'll receive a notification that the work order has been completed.