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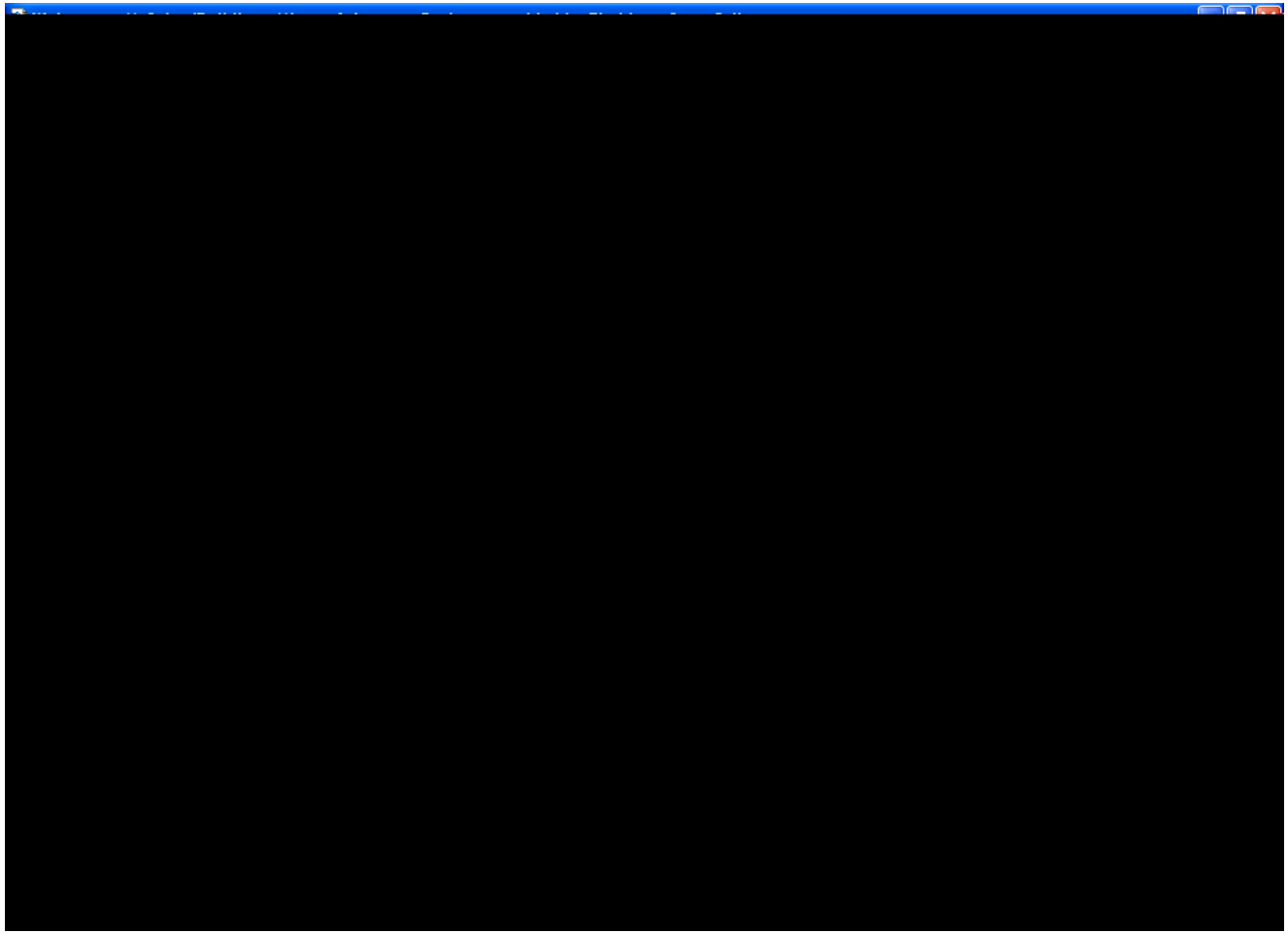
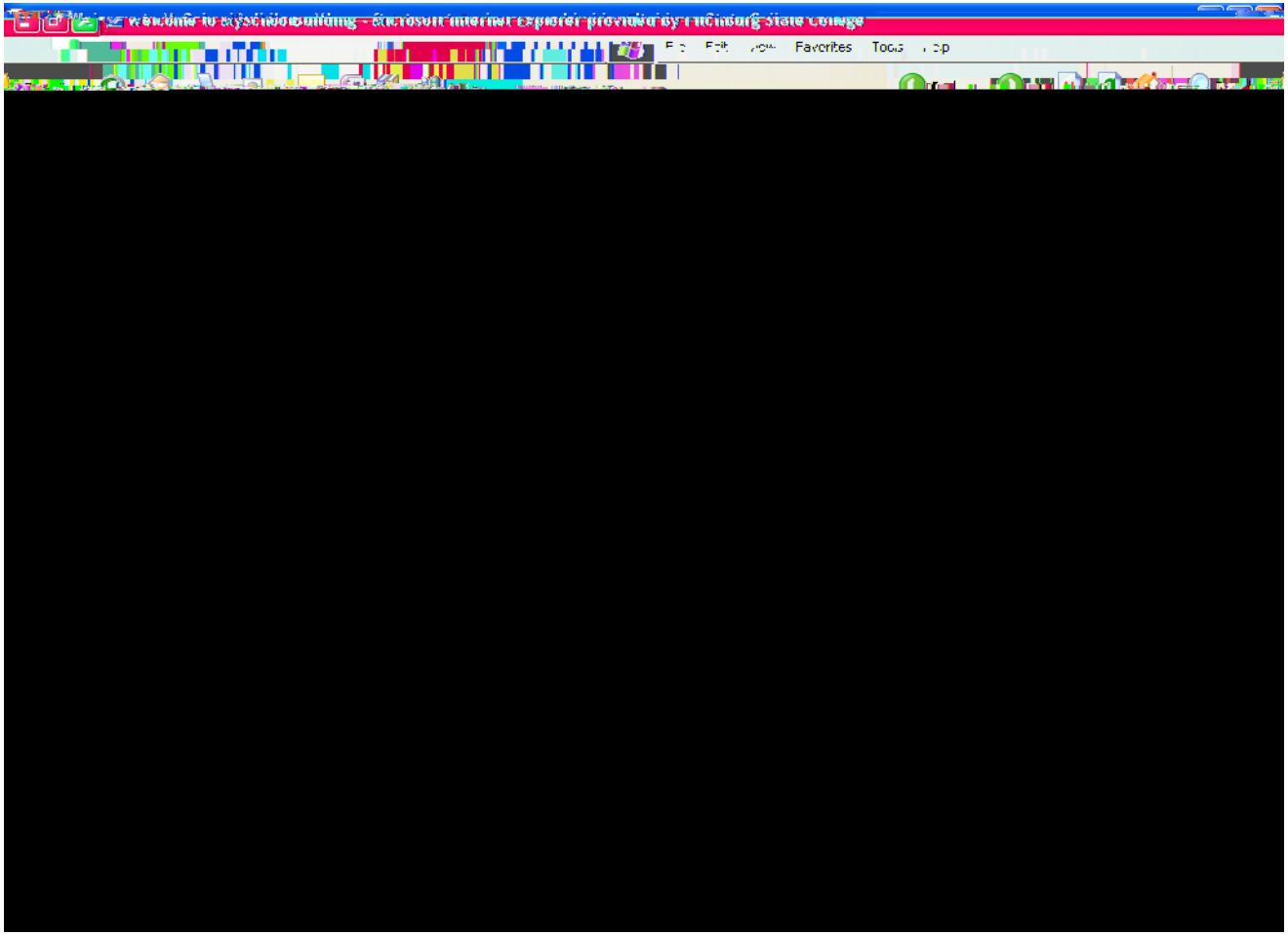
Work Order Request System

Here is the MySchoolBuilding.com login page for Indiana University of Pennsylvania where you as a Requestor will enter yourself into the system. Insert your e-mail address in the space provided and click submit

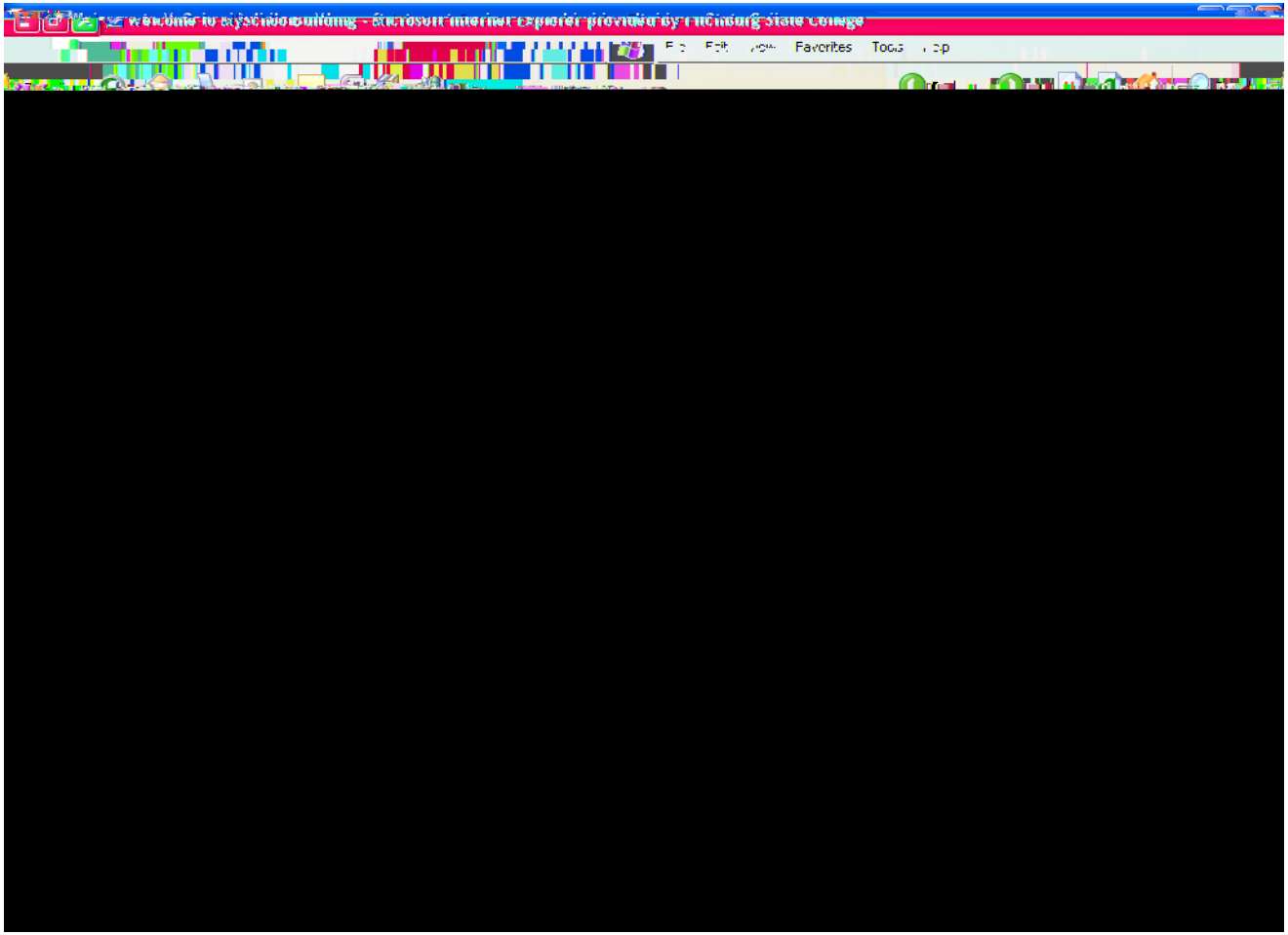


All New Users will receive this error message, just proceed to enter your last name and click submit.

Please note: This message will only appear on your first time logging into the system.



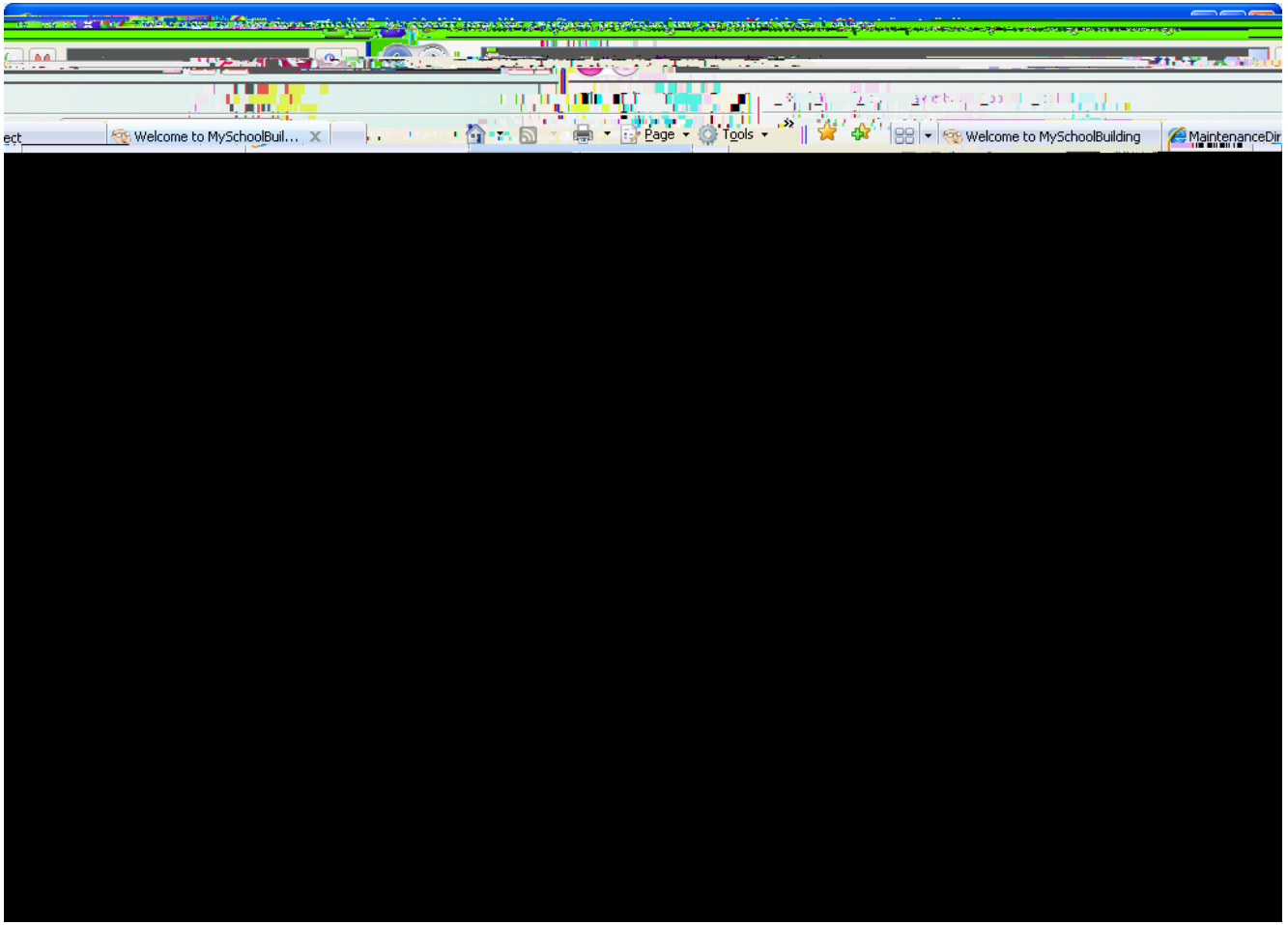
Your last name and email address should already be filled in. Fill in the remaining fields and click submit. **Please note**: You will only have to enter this information once and any required fields will have a check mark.



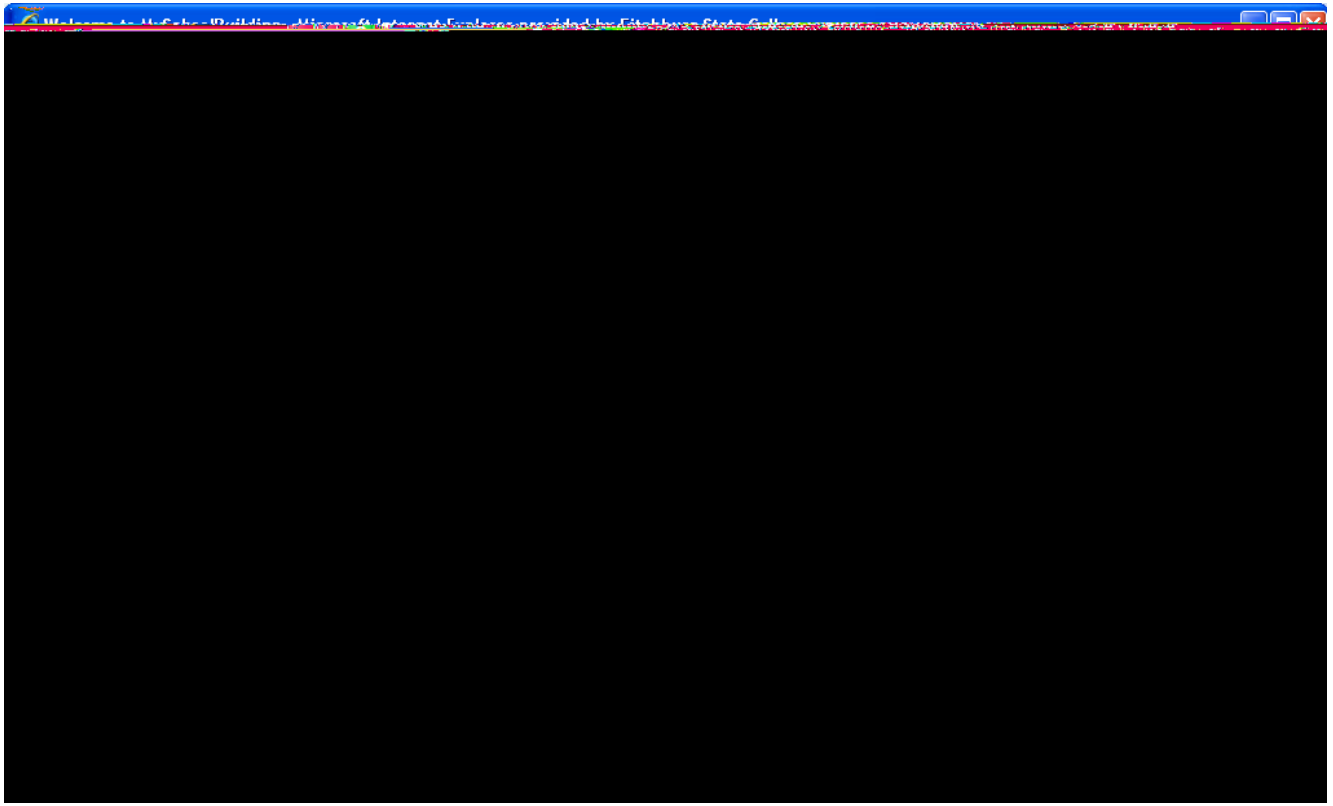
The Work Request Page serves as your Home page for myschoolbuilding.com

Step 1 is all your contact information that you have entered during your initial Log-in.

Please note: This information is automatically entered every time you are requesting work to be done.

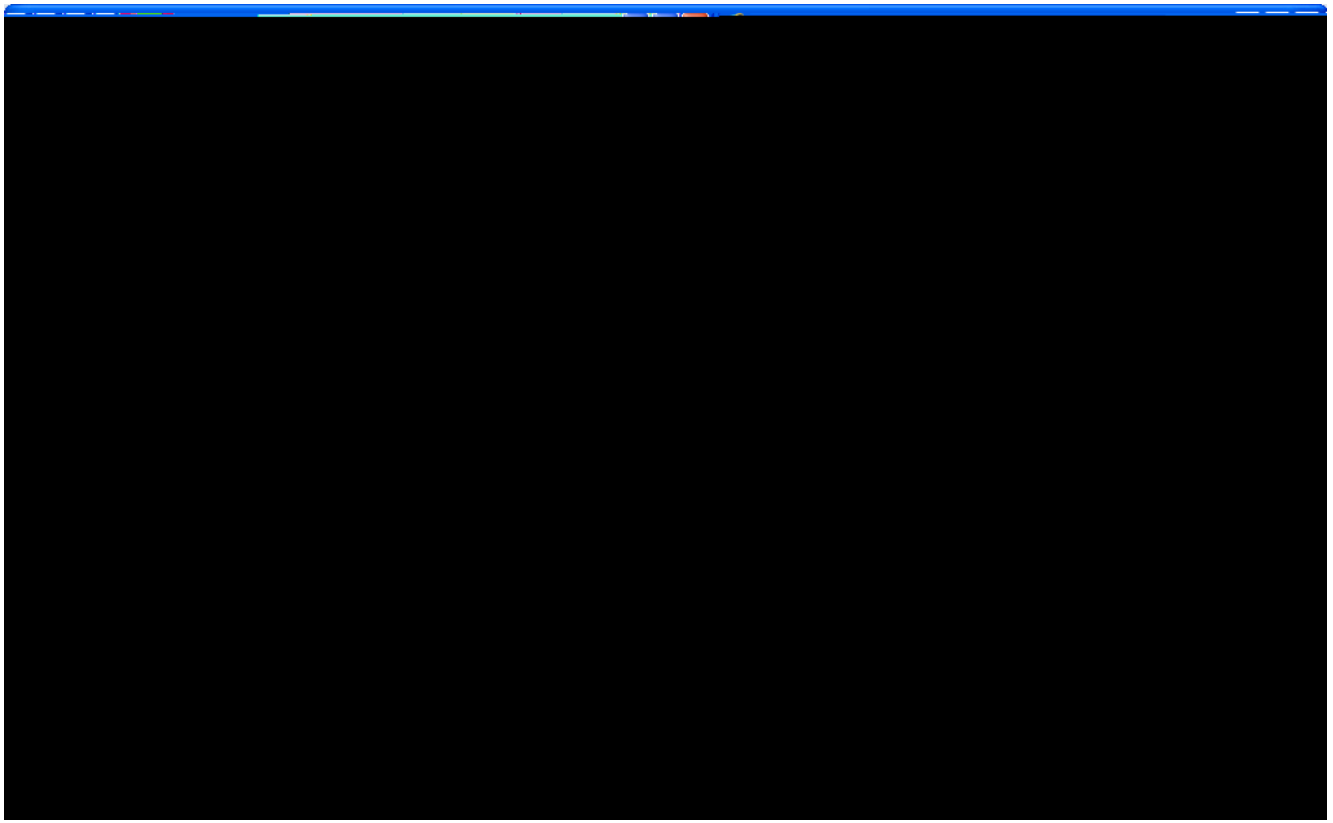


Step 3 - Click and select the Problem Type that best describes your issue. Once selected, it will be highlighted with a **RED OK** circle**.**



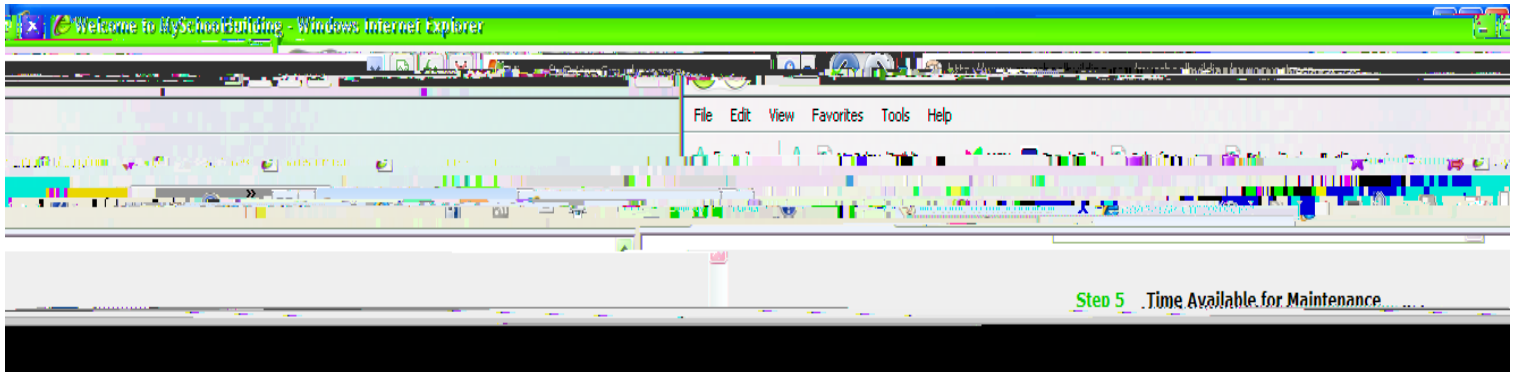
Step 4 - Please describe your problem in the box provided.

Please give as much detail as possible. It will allow us to speed up the process of completing the work request you have submitted.



Step 5 - The **Time Available for Maintenance**

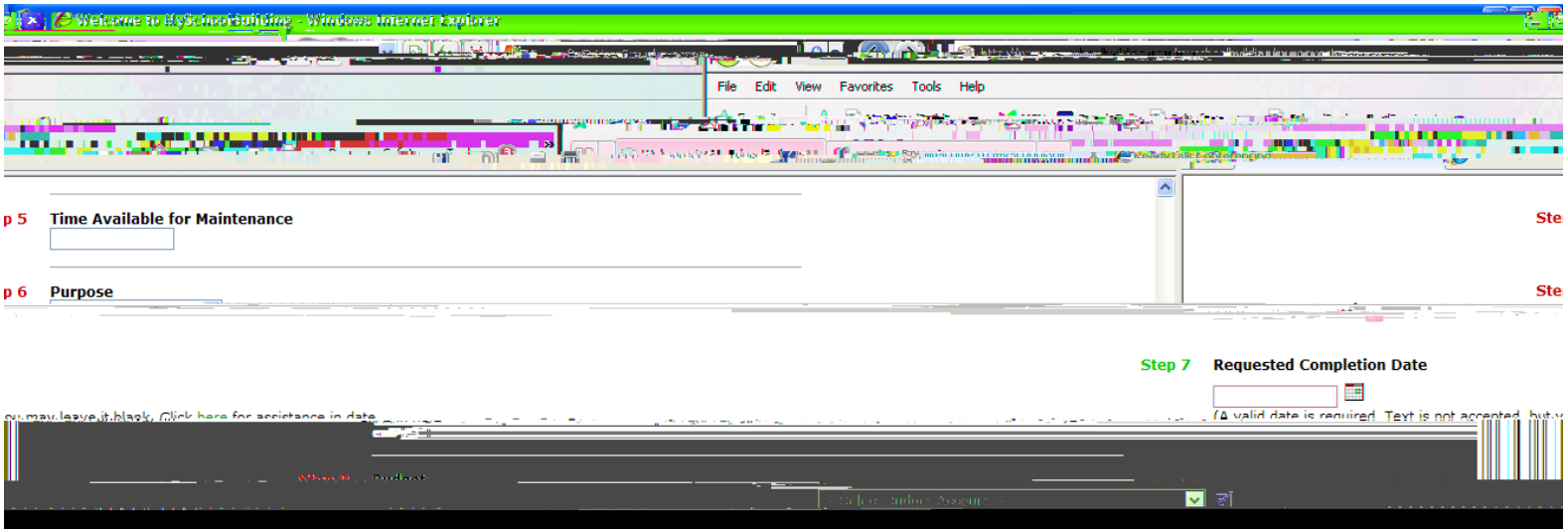
available for maintenance work to be done (i.e. when you have a free class period). **Note: This is an optional field**



Step 6 - The **Purpose Box** lists Type of work. Click and choose the Type of work you need (**EXAMPLE:** Repair, Deliver, Move, Set-up, Keys, Signs, etc.)
Note: This is an important field.

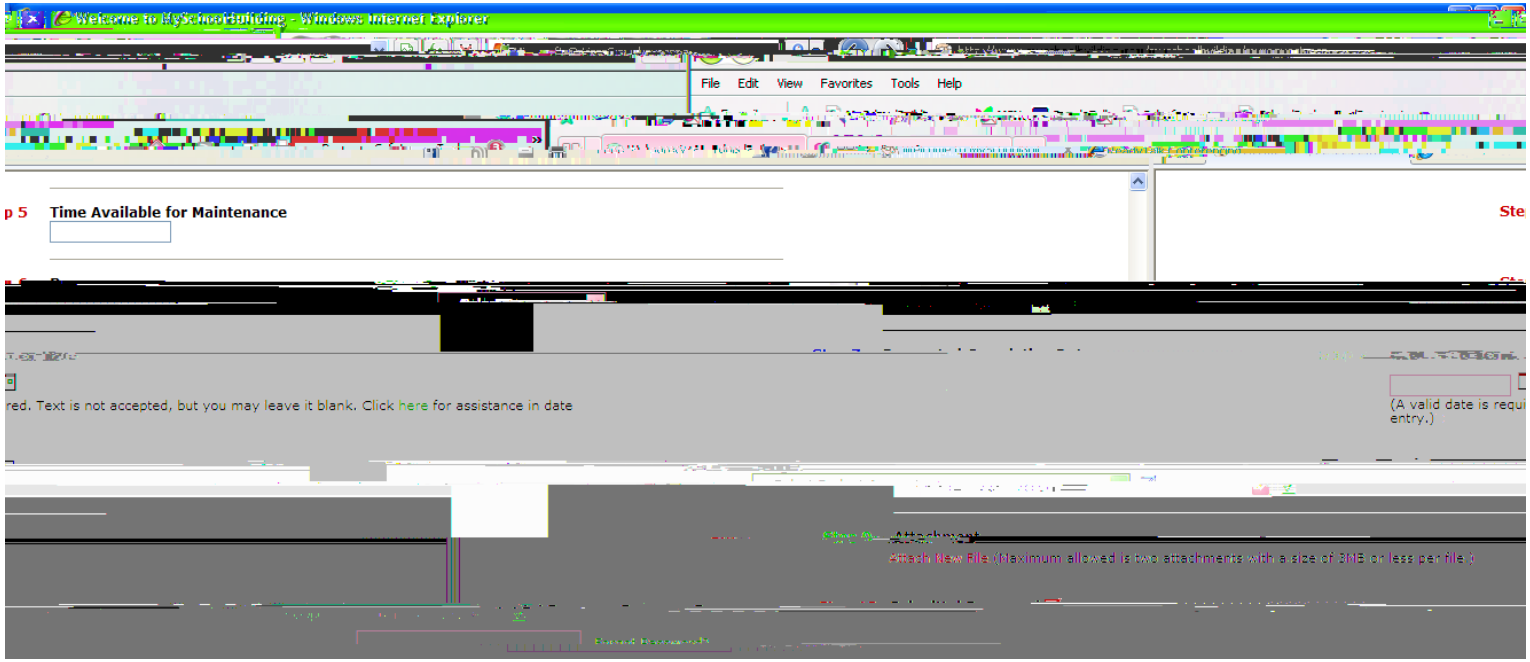
Step 7 - The **Requested Completion Date** allows you to add a date for which you need the work done. **Note: This is an optional field.**

Step 8 - The **Budget Box** lists all Buildings with budget codes. Click and choose the Building that best relates to this request.
(Note: All Academic Buildings are listed under Administrative Buildings)
Note: This is a required field.



Step 9 - The **Attachment Step** allows you to add a photo or document best

Step 10 Enter the **Submittal Password** which is

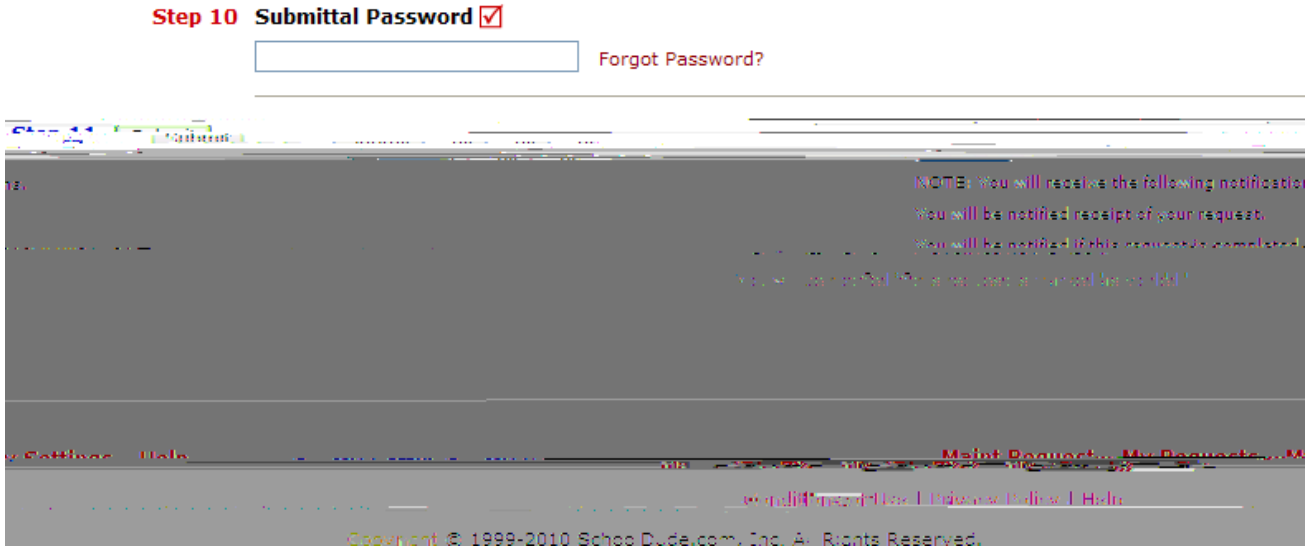


-Click Submit

Under the **Submit Box** there is a **NOTE:** You will receive the following notifications via email

You will be notified when we receive your request.

You will be notified of status changes to your request (example: complete, on-hold, waiting for parts, etc.)

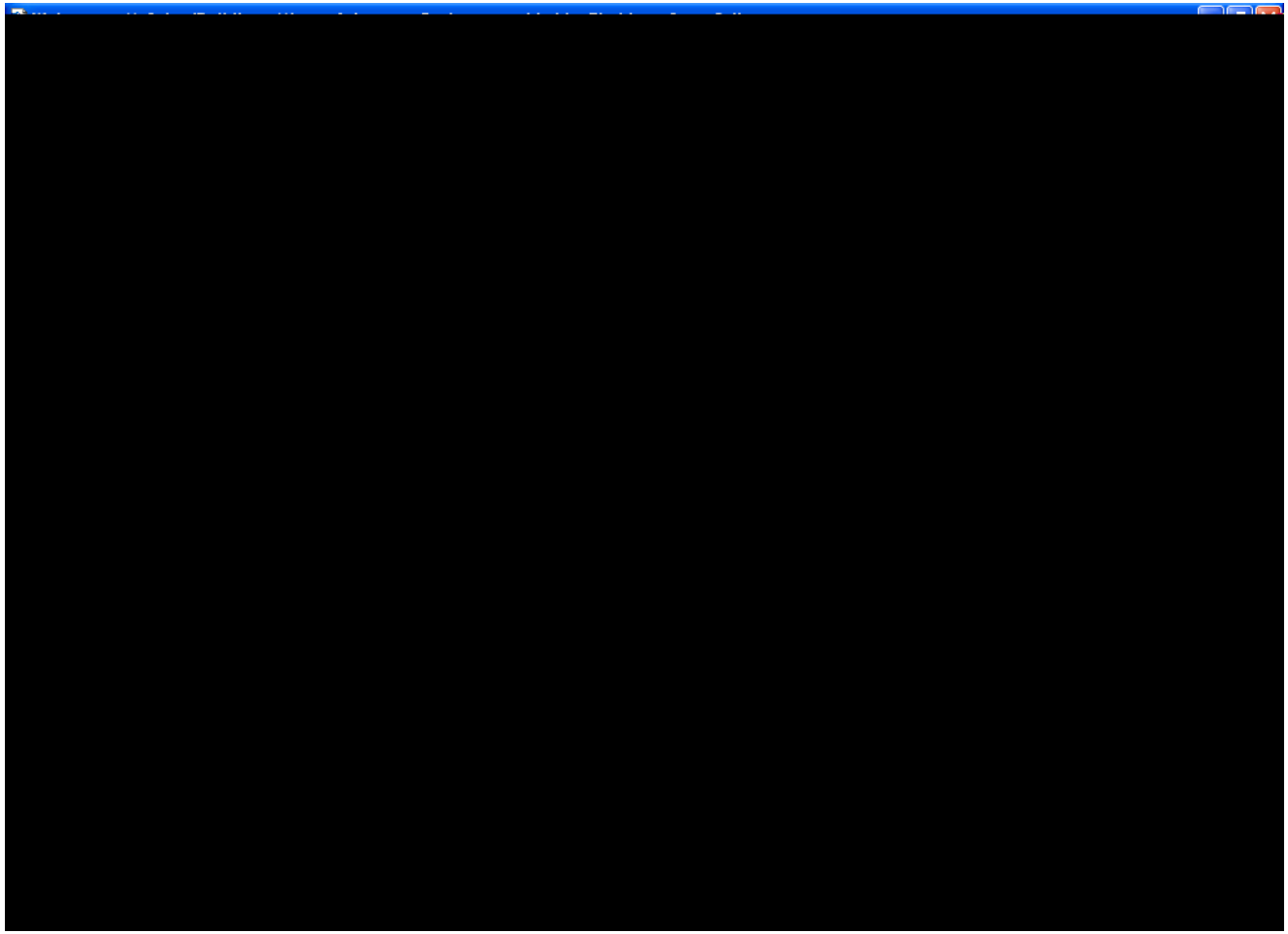


This tab will show the new work request you just made. Each Request you make will be added to this list and

You can **Search** requests by entering a **Key Word** or click on **Show All** link

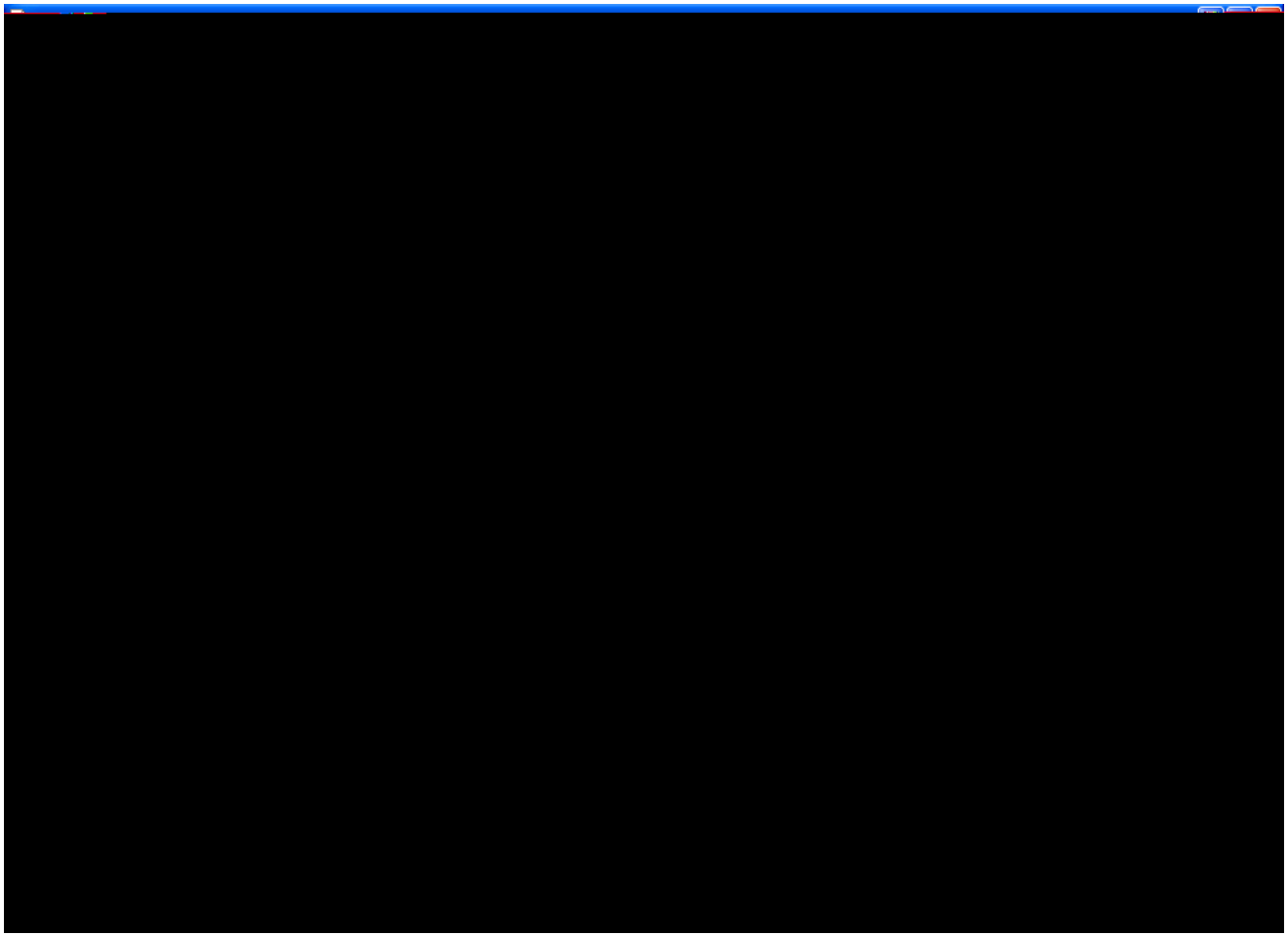
Request Totals- (located on top right corner) is a quick link to view the number of requests entered by status

Please note: you can filter and sort requests by any of the information located in the blue header box by clicking the word in each category.



This is your personal information in a Nutshell.
Use this page to edit your personal information or check or change your preference on email notifications. If you make changes, remember to enter the submittal password (___) and then click submit.

___ Lŧ è₴dz0ØŜ ϒl·ŘŜ ŎKl·yƎŜăΣ ŭKŜ LJl·ƎŜ Øλŧfŧ ℕŜŦℕŜăK ŭ₴ ōℕλyƎ dzLJ ŭKŜ ăl·ϒŜ ăŎℕŜŜy₴yŧè y₴øΣ ŭKŜ ø₴ℕŘă ά a è {ŜűűλyƎă {l·ØŜŘε Øλŧfŧ l·LJLJŜl·ℕ λy w95 l·ű ŭKŜ ŭ₴LJ 2Ŧ ŭKŜ LJl·ƎŜ



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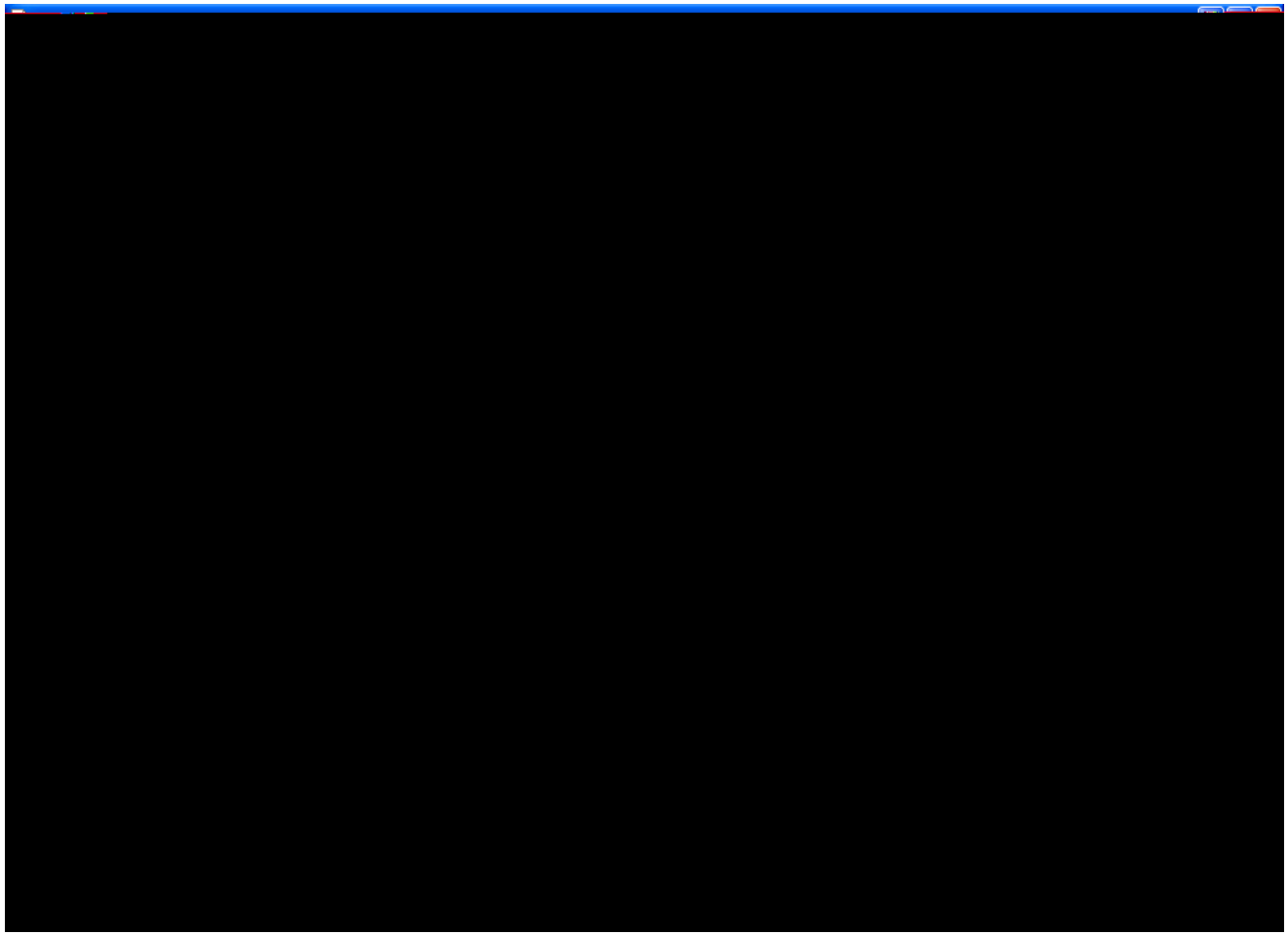
For questions or assistance please contact Steve Black or Mary Williams at 7-2710

_____ You can also download a copy of the

That's all there is to using School Dude's Work Order Request System .



All work orders initially are set to New Request.

Any work order assigned or scheduled to be completed would be considered as work in progress.

A complete status signifies that all the actual work has been done. This will alert requesters that the work order has been done.

The declined status defines any work orders that will not be done.

This defines any work order waiting for parts before continuing.

Any work order entered twice or previously requested.

Work placed on hold for any reason besides waiting on parts would have this status.

You may encounter this status if we need more information from you the requester.