Maintenance Direct

How to Register/Log in

If you are submitting your first request, you will need to complete the registration form. Use the instructions under **New User** to create your account. If you have submitted requests through the MySchoolBuilding page in the past, use the instructions under **Returning User** to log into your account.

Returning User

- Go to www.myschoolbuilding.com. You can

- Enter the **Account Number** provided by your Administrator. (2138890752)

- Enter your **First Name** and **Last Name**, as well as your **Phone Number** and **Email Address**.

- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be at least 6 characters long.

- Click **Register** to go to the work order request form.

- Make sure you are on the **Maint Request** tab at the top of the screen.
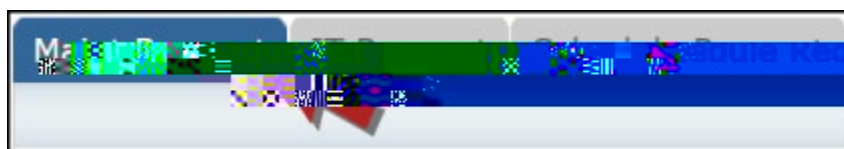
- **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.

- **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.
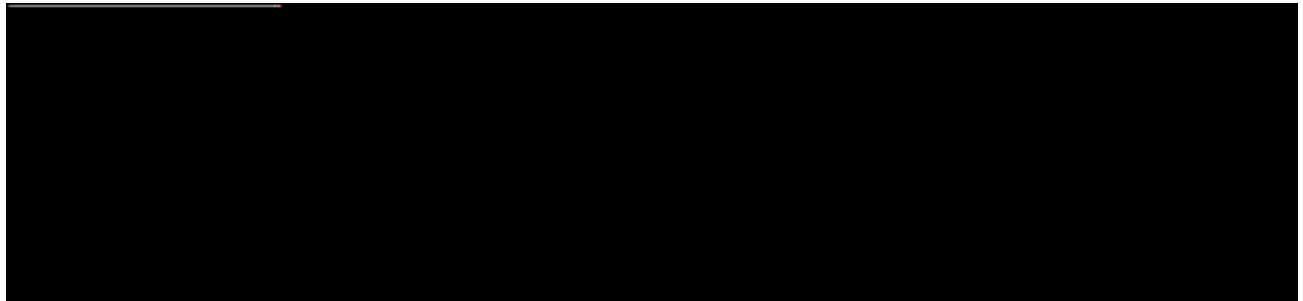
- **Step 3**: Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4**: Type in a **Description** of the problem.
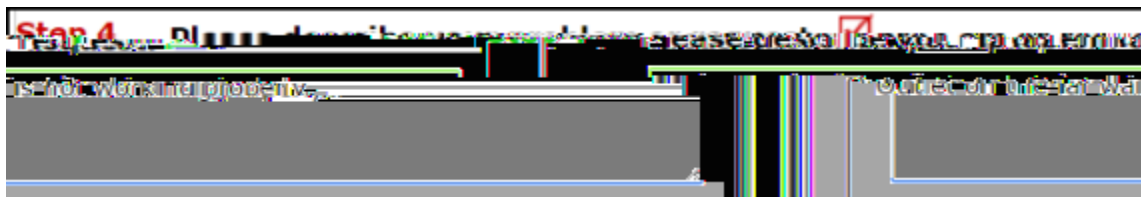
- **Step 5**: Enter a **Time Available for Maintenance** when it is convenient for the work to be performed.

- **Step 6**: Select a **Purpose** for the work if necessary.

- **Step 7**: Enter the date you would like to have the work completed by.

- **Step 8**: Select the **Budget** that will apply to costs related to this work request.

- **Step 9**: Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).

- **Step 10**: Type in your organization's **Submittal Password**. (STORM)

- **Step 11**: Click the **Submit** button.