

## WORK ORDER REGISTRATION DIRECTIONS

1. Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com). You may also access the link on the school web site [www.erschools.org](http://www.erschools.org).
2. Type in the Organization Account Number: 210116774 » SUBMIT ORGANIZATION
3. Enter your e-mail address » SUBMIT
4. Type in the information required on this page indicated by a red checkmark » SUBMIT

YOU ARE NOW A REGISTERED USER OF SCHOOL DUDE

*To quickly access this page in the future, you should create a shortcut. Click the right button of your mouse while the cursor is anywhere on the webpage. You will see a menu pop up on your screen. Select CREATE SHORTCUT and an icon will be placed on your desktop.*

## WORK ORDER DIRECTIONS

1. Click on MAINTENANCE REQUEST on the top of the page
2. Make sure to fill out all the areas with a “**RED CHECK**”
3. Click on one of the Icons to select problem type
4. When describing the problem, please be specific
5. **Submittal password is: PASSWORD**
6. Click on SAVE