How To Fill Out A Maintenance Request

1 – Click on the "SchoolDude" icon on your desktop.

2- Type in your e-mail address and click on submit.
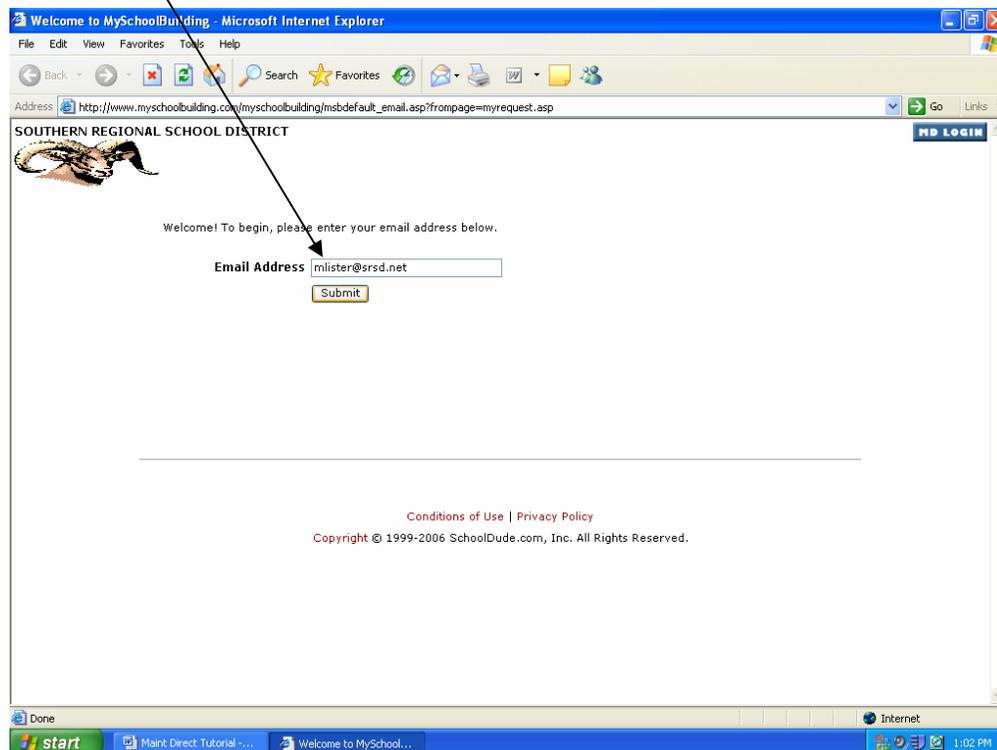
3- Only fill out the steps with a red checkmark

4- Select the icon that best describes the problem.

5- Now type in the exact problem.
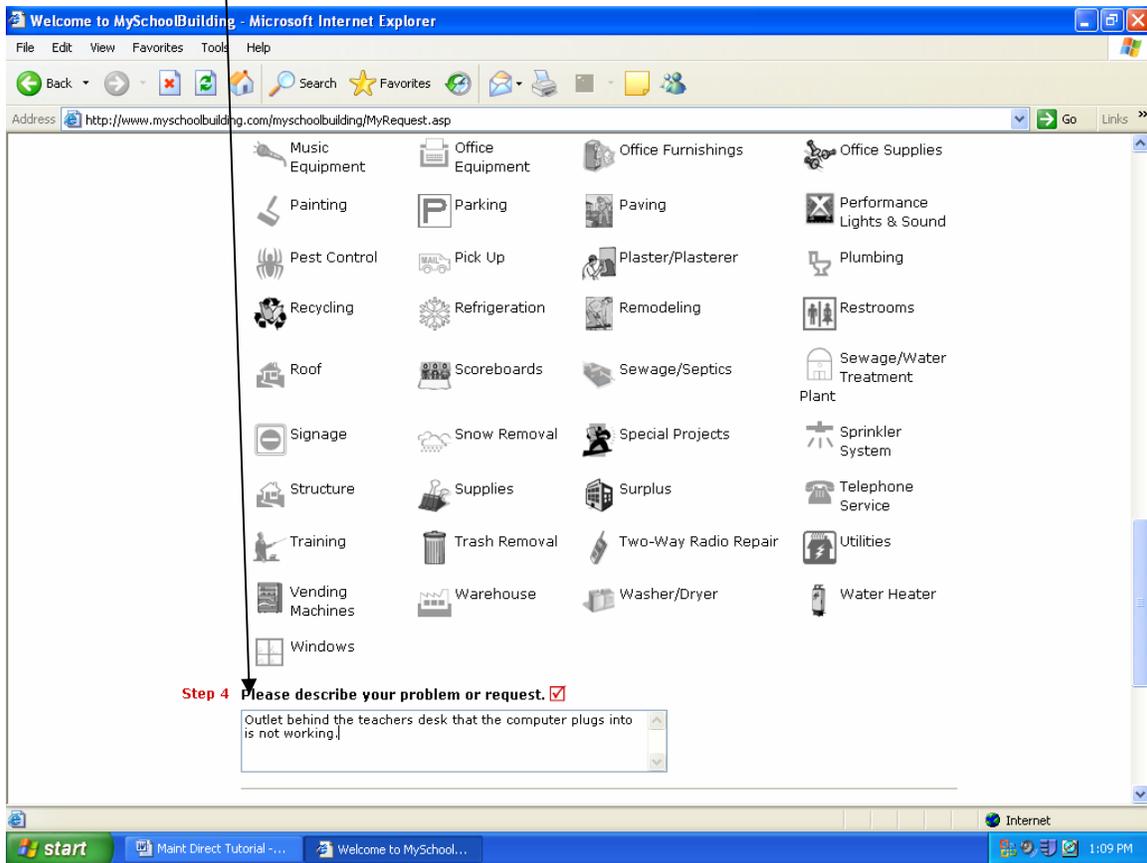
6- Enter Submittal Password and click on submit.
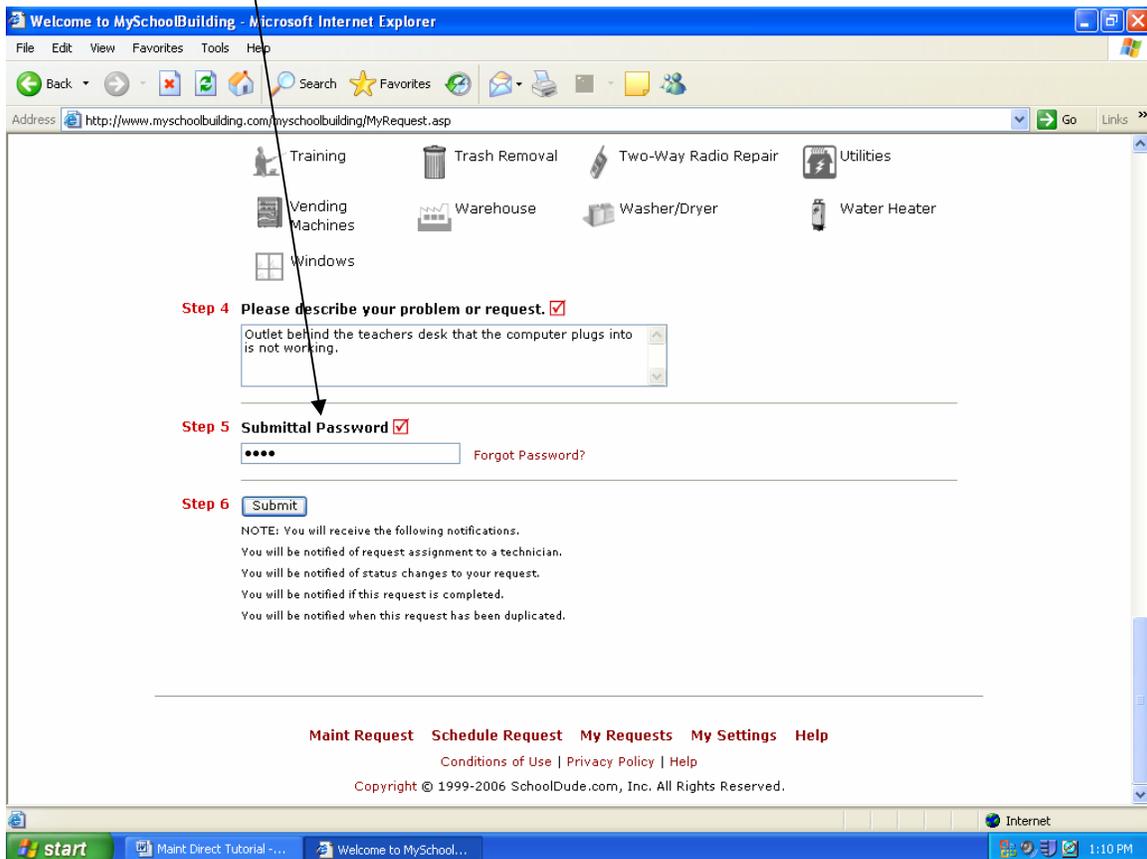
7- To check the status of your request, go to the My Request tab on your home page.