



SchoolDude Quick Access Guide

- First time login: www.myschoolbuilding.com
 - Account #: **553564424**
 - Enter e-mail address and click “Submit” – ignore error message
 - Enter phone number and click “Submit”
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- To submit a work request enter the following information:
 - Location, Building, Area, Area/Room Number, Problem Type, Problem Description
 - Submittal Password: **123456**

(For detailed instructions click on the “Detailed SchoolDude Instructions” link on our web page)