


## School Dude Quick Start Guide

[Click Here](#) to go to School Dude.

The computer will want to confirm your identity.



**Welcome Myles Allen!**

First Name: Myles  
Last Name: Allen  
Email Address: mallen@cnusd.k12.ca.us  
Phone Number:   
Pager:   
Mobile Phone:   
Are you Myles Allen?  YES  NO

Fill in the Work Order form with AS MUCH INFORMATION AS POSSIBLE. All the Steps with **Red Checkmarks** are required.


If you are putting in a work order for someone else, put the contact name in the **Area/ Room Number** text box.

**Step 2** **Location**   
District Office

**Area**  
Office

**Area/Room Number**   
IT/Troy Shaddox

Yes, remember my area entries for my next new request entry.

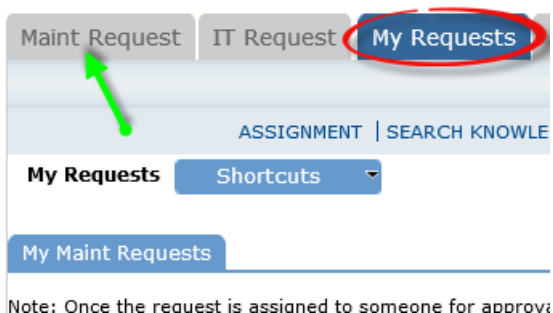
**Step 3** **Select Problem Type:**   
 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.  
-- Select Craft --

When you have completed the work order press **Submit**.

The computer will take you to the **My Requests** tab where you can see the Work Order you submitted and previously submitted work orders.

To submit another work order click on the **Maint Request** tab.

**Step 8** **Submit**  
Your new requests are automatically  
NOTE: You will receive the following



Maint Request IT Request **My Requests**

ASSIGNMENT | SEARCH KNOWLE

My Requests Shortcuts

My Maint Requests

Note: Once the request is assigned to someone for approval

If you have any questions please call the Maintenance Help Desk: (951) 736-3316