

COVID PPE Supplies  
SchoolDude Inventory Request



ALLEGHENY COLLEGE

# Submit a PPE Supply Request

- Go to the My Allegheny home page
- On the right hand side under College Resources select [“Forms”](#)
- Under forms, under Physical Plant, click “PPE Supply Request”
- Complete the Request through SchoolDude

# Sign into your Schooldude Account

You now have a new “Inventory Request” tab



Got a problem? [Email us](#)



[Maint Request](#) [Inventory Request](#) [My Requests](#) [Settings](#)

HELP

Legend ▾

[Work Request](#)

## Welcome

To submit your request complete the following form.

**Step 1**

**Please be yourself, click [here](#) if you are not Inventory Test**

<b>First Name</b> <input type="text" value="Inventory"/>	<b>Last Name</b> <input type="text" value="Test"/>	<b>Email</b> <input type="text" value="tsteinfath@outlook.com"/>
<b>Phone</b> <input checked="" type="checkbox"/> <input type="text" value="8143322863"/>	<b>Pager</b> <input type="text"/>	<b>Mobile Phone</b> <input type="text"/>

**Step 2**

**Location** ☒

Your current location is **Maintenance Area**

-- Select Area -- ▾


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

**Change Location**

**Area/Room Number** ☒

**Step 3**

**Select Problem Type:** ☒

 **Maintenance Help Desk:**

Click [here](#) for Maintenance Emergency Contacts  
Click on the problem type below that best describes your issue.

-- Select Craft -- ▾

# Password Submittal

## Your password is “password”

- You will be prompted to change your password in your initial email notification

The screenshot shows a web application interface for password submittal. At the top, there are four tabs: 'Maint Request', 'Inventory Request' (which is active), 'My Requests', and 'Settings'. To the right of these tabs is a 'HELP' link. Below the tabs, there is a 'Legend' dropdown menu. The main content area is titled 'Inventory Request' and contains a 'Submittal Password' section with a red checkmark icon. Below this is a text input field and a 'Forgot Password?' link. A 'Submit' button is located below the input field. Below the 'Submit' button is a 'Legend' section with a red checkmark icon and the text 'Required Information'. At the bottom of the page, there is a dark blue footer containing navigation links: 'Maint Request', 'Inventory Request', 'My Requests', and 'Settings'. Below these are links for 'Conditions Of Use', 'Privacy Policy', and 'Security Statement'. Further down are links for 'Help' and 'Logout'. The footer also displays system information: 'SID: SD-PD-MSBWEB-04', 'DID: 3', and 'CUA: Chrome'. At the very bottom, it states 'Copyright 2020 By Dude Solutions, Inc.'

Maint Request | **Inventory Request** | My Requests | Settings

HELP

Legend ▾

**Inventory Request**

**Submittal Password** ☒

[Forgot Password?](#)

**Legend**

☒ Required Information

Maint Request | **Inventory Request** | My Requests | Settings

Conditions Of Use | Privacy Policy | Security Statement

Help | Logout


SID: SD-PD-MSBWEB-04  
DID: 3  
CUA: Chrome

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Fill in Quantity Request, then add to cart  
Click on [View Cart](#) to complete your request

- Click on “Next 20” to see additional screens

1 - 20 of total 24 listed

Print Catalog  
View Cart 

◀ First ◀ Previous 20 Next 20 ▶ Last ▶

Quantity Requested	Unit of Issue	Item Description 	Item Number 	
<input type="text"/>	Each	3M Particulate Respirator N95		Add to Cart
<input type="text"/>	Each	Face Covering, N95		Add to Cart
<input type="text"/>	Each	Bandanas		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 160 count		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 160		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 35count		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 35		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 70count		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 70		Add to Cart
<input type="text"/>	Packs	Disinfecting Wipes, 800 count		Add to Cart
<input type="text"/>	Packs	Disinfecting Wipes, 800ct		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 220 count		Add to Cart
<input type="text"/>	Each	Disinfecting Wipes, 220 Count		Add to Cart
<input type="text"/>	Each	Disposable Face Covering, K-N-95		Add to Cart
<input type="text"/>	Each	Face Covering, K-N-95		Add to Cart
<input type="text"/>	Boxes	Disposable Gloves, Nitrile Small		Add to Cart
<input type="text"/>	Boxes	Nitrile Gloves Sm		Add to Cart
<input type="text"/>	Boxes	Disposable Nitrile Gloves Med		Add to Cart
<input type="text"/>	Boxes	Nitrile Gloves Med		Add to Cart
<input type="text"/>	Boxes	Disposable Nitrile Gloves, Lg		Add to Cart
<input type="text"/>	Boxes	Nitrile Gloves Lg		Add to Cart
<input type="text"/>	Each	Face Covering with Clear Panel		Add to Cart
<input type="text"/>	Each	Face Covering with Clear Panel		Add to Cart
<input type="text"/>	Each	Face Covering, 3-Ply Disposable, with elastic		Add to Cart
<input type="text"/>	Each	Face Covering, 3-Ply		Add to Cart
<input type="text"/>	Each	Face Covering, cloth black		Add to Cart
<input type="text"/>	Each	Face Covering, cloth black		Add to Cart
<input type="text"/>	Each	Face Covering, cloth blue		Add to Cart
<input type="text"/>	Each	Face Covering, cloth blue		Add to Cart
<input type="text"/>	Each	Face Covering, Gator		Add to Cart
<input type="text"/>	Each	Face Covering, Gator		Add to Cart
<input type="text"/>	Each	Face Covering/Face Shield Combo		Add to Cart
<input type="text"/>	Each	face covering combo		Add to Cart
<input type="text"/>	Each	Hand Sanitizer, 16oz Pump Bottle		Add to Cart
<input type="text"/>	Each	Hand Sanitizer, 16oz		Add to Cart
<input type="text"/>	Gallons	Hand Sanitizer, 1gal pump, gel		Add to Cart
<input type="text"/>	Gallons	Hand Sanitizer, 1gal		Add to Cart
<input type="text"/>	Each	Hand Sanitizer, 1oz		Add to Cart
<input type="text"/>	Each	Hand Sanitizer, 1oz		Add to Cart

Add/Update Cart



# Review your Request

## Click “submit as Request”

- Make sure your Location is Correct
- You do not need to fill in Area (Step 3)

My Inventory Cart

[Back to Inventory Request List](#)

**Step 1** Please be yourself, click [here](#) if you are not

**First Name**  **Last Name**  **Email**

**Phone**  **Pager**  **Cellular Phone**

**Step 2** **Location** ☒

**Step 3** **Area**  **Area Number**

**Step 4** 1 - 1 of total 1 listed [Previous 20](#) [Next 20](#)

Quantity Requested	Unit of Issue	Unit Price	Total Amount	Item ID	Item Description	
<input type="text" value="1"/>	Each	\$4.14	\$4.14	Test Sanitizer	TEST Purell, 8oz, unscented	<input checked="" type="checkbox"/>
<b>Grand Total</b>			\$4.14			

**Step 5** **Submittal Password** ☒  [Forgot Password?](#)

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# Request Approval

- Request approval will be at the discretion of the Inventory Control Coordinator and Logistics Team with guidance from your AEC member when needed.
- You may be contacted for additional information.
- Request Status can be seen via the My Requests tab (see next 2 slides)
- Once approved, you will be contacted to arrange pick up from the Loomis Street parking lot.
  - Other arrangements may need to be made depending on unique situations that are likely to happen during this pandemic

# Finding Your Inventory Requests



Got a problem? [Email us](#)



Maint Request

Inventory Request

**My Requests**

Settings

**My Requests**

Shortcuts ▾

My Maint Requests

**My Maint Requests**

My Inventory Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

**Search for "**

**Search this results for:**



[Show All](#)



1 - 10 of total **983** listed

◀ Previous 10 Next 10 ▶



# Your Inventory Requests

myschoolbuilding.com/myschoolbuilding/MyInventoryRequests.asp

Inbox (2,657) - kbo... MES Virtual Learnin... Fall PPE needs - Go... Employee PPE Distr...

Inventory Type:  Status:

[View Cart](#)

[Back to Inventory Request](#)

1 of total 1 listed

Item Number: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Status	Item Number	Item Description	Note	Date Requested	Request Number	Qty Requested	Routed To	Date Approved	Approved By	Expected Delivery	Delivery Route	Date Issued	Qty Issued
Declined Maintenance		Disinfecting Wipes, 160	Disinfecting Wipes, 160 count <b>You just rec'd 2 canisters last week. Please call x2863 to discuss your request</b>	7/16/2020	11	3	Steinfath, Tammy	7/17/2020 9:06:41 AM	Tammy Steinfath				

1 of total 1 listed

[Previous 20](#) [Next 20](#)

[Legend](#)

# Please Note

- Only Building Coordinators are being assigned as Inventory Requesters at this time.
- Building Coordinators will notify their department about these procedures.
- Requests should be made with an understanding that the availability and cost of supplies have been significantly disrupted by the COVID-19 pandemic.
- Request approval will be at the discretion of the Inventory Control Coordinator with guidance from the work of the Allegheny College Health Agency (ACHA), the Pandemic Operational Groups, and your AEC member.
- Additional information may be requested.

# For more information Contact:

- Tammy Steinfath [tsteinfath@allegheny.edu](mailto:tsteinfath@allegheny.edu)  
x2863
- Kelly Boulton [kboulton@allegheny.edu](mailto:kboulton@allegheny.edu)