Submit Work Orders SchoolDude Request



Submit a Work Order Form

- Go to the My Allegheny home page
- On the right hand side under College Resources select <u>"Forms"</u>
- Under forms, under Physical Plant, click "Work Order Form"
- Complete the Work Order through SchoolDude

Signing into Schooldude

• When signing in please use your Allegheny email and password

Current School	lDude User? Login Here	!
Email	Password	
		Sign In
	Forgot Password?	

Step 1.

• This section should populate from your login credentials.



			HELP
			Legend ▼
	owing form.		
C	LENICK	TOLENICK@ALLEGHENY.EDU	
P	ager	Mobile Phone	
	yourself, click here if yo	request complete the following form. rourself, click here if you are not TRACEY	request complete the following form. rourself, click here if you are not TRACEY OLENICK Last Name OLENICK TOLENICK@ALLEGHENY.EDU

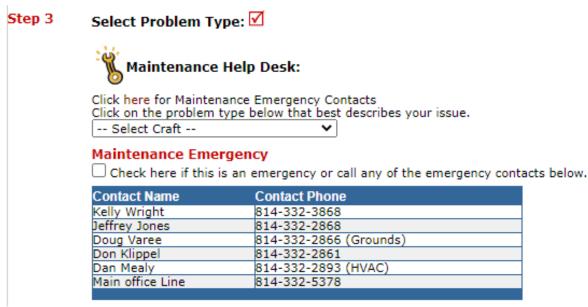
Step 2.

• Please choose a location from the list. Make sure to select an area (1st floor, 2nd floor, basement, etc.) and include the room number or area use in the Area/Room Number box if applicable.

Step 2	Location 🗹	
	Select Location	
	Area Select Area ▼	Area/Room Number ☑
	Yes, remember my area entries for my next new request entry.	

Step 3. and Step 4.

- Select the type of work to be done from the drop down "Craft" menu
- Check the box if the request is an emergency



Provide additional detail about the request (be as specific as possible)

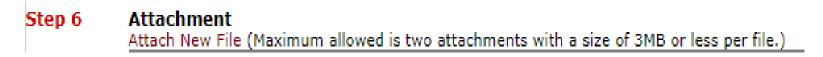
Step 4	Please describe your problem or request. 🗹	
		//

Step 5. and Step 6.

• Select Purpose from the dropdown menu. Your choices are:

Step 5

- CMP Capital Equipment Requests
- CMP Project Requests
- COVID 19
- General Ground
- General Maintenance
- Housekeeping
- Vandalism
- Other
- Attach a photo or layout if needed



Purpose

-- Select Purpose --

Steps 7. and Step 8.

Type the submittal password: "Gator"

Step 7	Submittal Password 🗹		
	Forgot Password?		
Step 8	Submit		
	NOTE: You will receive the following notifications. You will be notified receipt of your request. You will be notified of status changes to your request. You will be notified if this request is completed.		

• When the work order is complete you will receive the notifications noted above

Finding Your Maintenance Requests

