How to submit a work order in Schooldude

Go to the Gator Hub home page. On the right side of the page, under Help, click Physical Plant Work Order.

ALLEGHENY COLLEGE

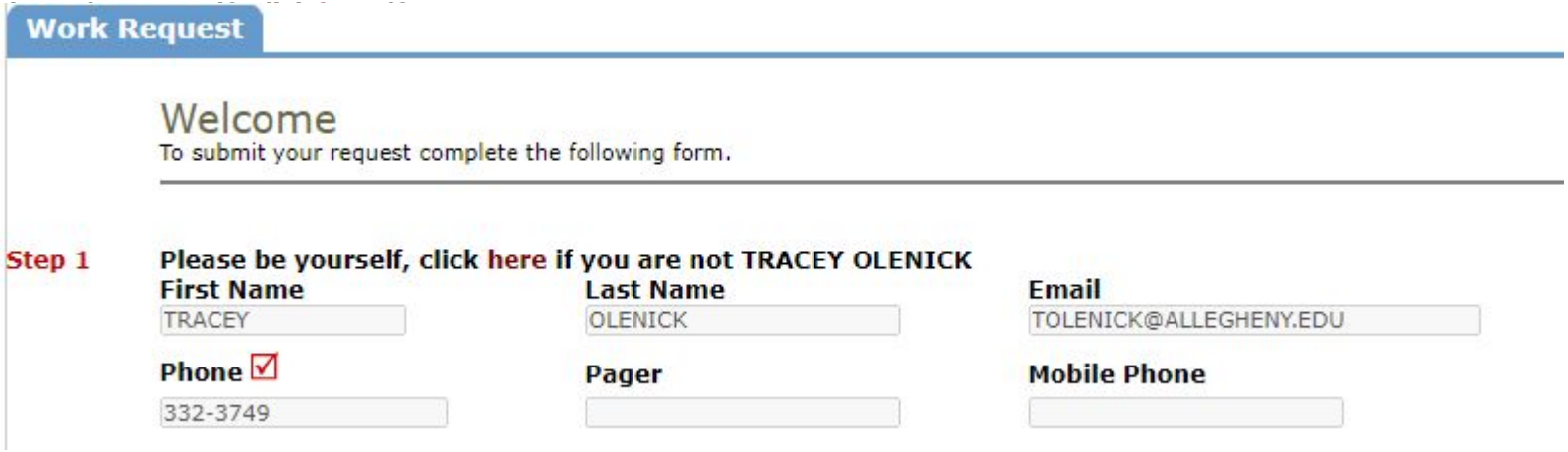
Signing into Schooldude

When signing in please use your Allegheny email and password.



Step 1

This section should populate from your login credentials, please make any necessary corrections.



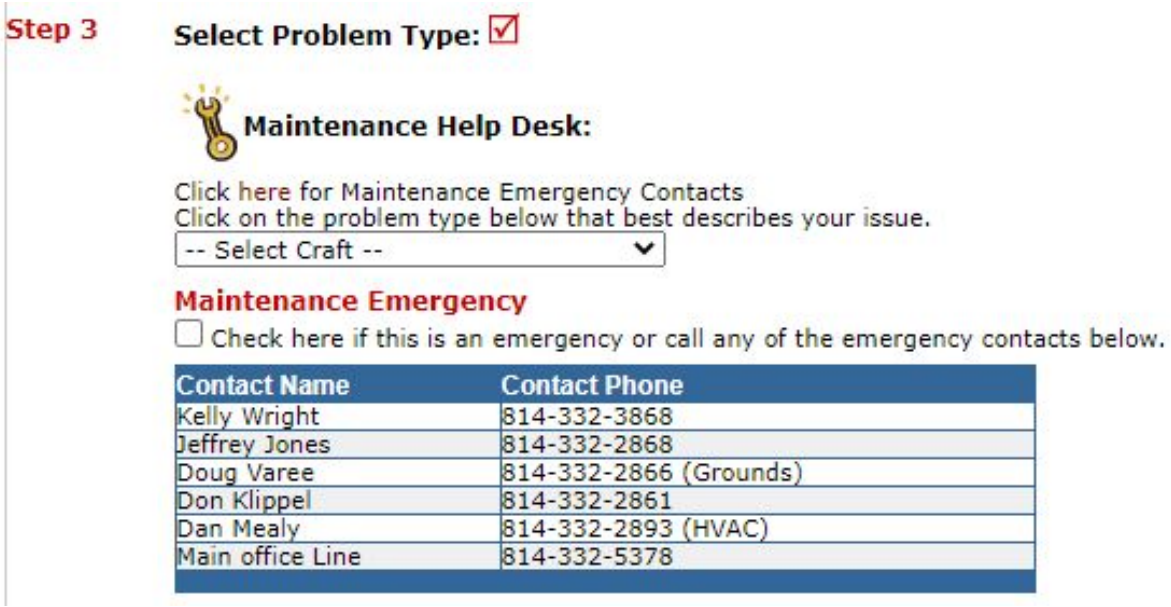
Step 2

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.



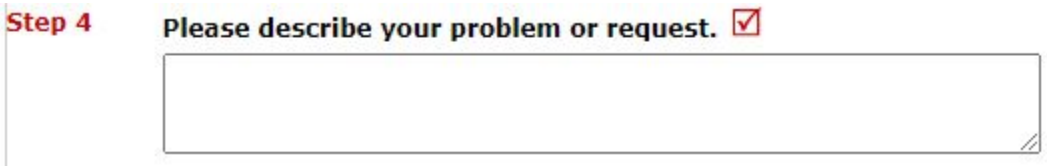
Step 3

Next you will select the type of work to be done from the drop down menu.



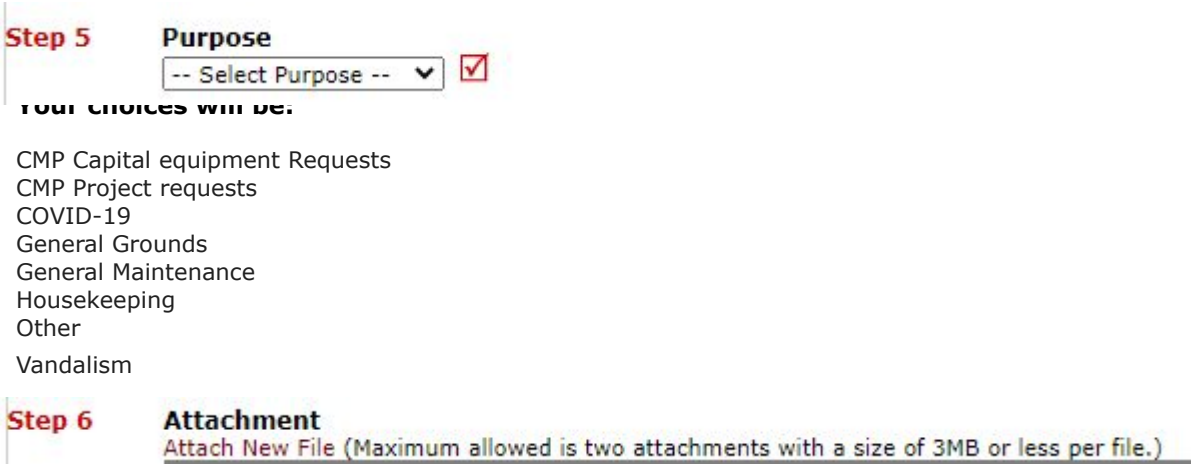
Step 4

You can provide additional detail here about your request.



Step 5 & 6

Select a purpose from the drop down menu



You can attach a photo or layout if needed.

Step 7 & 8

Type the Submittal Password: Gators and click Submit

