

Submit Work Orders
SchoolDude Request



ALLEGHENY COLLEGE

Submit a Work Order Form

- Go to the My Allegheny home page
- On the right hand side under College Resources select [“Forms”](#)
- 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 SchoolDude User? Login Here!

Email

Password

Sign In

Forgot Password?

Step 1.

- This section should populate from your login credentials.



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 TRACEY OLENICK

| | | |
|--|-----------------------------|--|
| First Name TRACEY | Last Name OLENICK | Email TOLENICK@ALLEGHENY.EDU |
| Phone <input checked="" type="checkbox"/> 332-3749 | Pager | Mobile Phone |

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

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 --

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

| Contact Name | Contact Phone |
|------------------|------------------------|
| Kelly Wright | 814-332-3868 |
| Jeffrey Jones | 814-332-2868 |
| Doug Varee | 814-332-2866 (Grounds) |
| Don Klippel | 814-332-2861 |
| Dan Mealy | 814-332-2893 (HVAC) |
| Main office Line | 814-332-5378 |

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

Step 5

Purpose

-- Select Purpose --

Step 6

Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Steps 7. and Step 8.

- Type the submittal password: “Gator”

Step 7 **Submittal Password**

 [Forgot Password?](#)

Step 8

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



Got a problem? [Email us](#)



Maint Request Inventory Request **My Requests** Settings

My Requests

Shortcuts ▾

My Maint Requests



My Maint Requ

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

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