SUBMITTING A FACILITIES WORK ORDER – SCHOOL DUDE

https://login.myschoolbuilding.com/msb

- **If you're already registered:** Log in using your SPC email address & the password you originally set for this account.
- **If you've forgotten your password:** click the 'Forgot Password' link. Enter in your SPC staff email address. A link to set a new password will be sent to your inbox. Click the link and reset your password.
- **If you haven't registered:** Click the arrow next to "Never Submitted a SchoolDude Request? Register Here!"

- **To Register:** Fill out the form using the following information:

Account Number: 914943029
Email: SPC Staff Email
Use a password unique to this account.

- After completing the form, click 'Register'

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- Fill out the necessary information for the work order. **NOTE**: Red check mark indicates Required Information.

St. Petersburg College

SchoolDude apps — - Application Links -   Logout

St. Petersburg College
SPC
www.spcollege.edu

| Maint Request | My Requests | Settings |

HELP

Legend ▾

Work Request

Welcome

The password for all new requests is "help". If you accidentally enter your SPC network password, please change your password on the SPC network. Contact the SPC technical support line if you need help changing your SPC network password. This will help maintain the security and integrity of our college network.

Step 1 Please be yourself, click here if you are not christine haddad

First Name	Last Name	Email
christine	haddad	haddad.christine@spcollege.edu

Phone ☑
727-341-3424

Pager

Mobile Phone

Step 2 **Location** ☑
EpiCenter

Building
EpiCenter Services ▾

Area
-- Select Area --

Area/Room Number ☑

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

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
No contacts listed.	

Step 4 Please describe your problem or request. ☑

Step 5 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 6 Submittal Password ☑
Forgot Password?

Step 7 [Submit]

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of request assignment to a technician.
You will be notified of status changes to your request.

Legend

☑ Required Information

Step 6 – **password = help**
For additional assistance, please contact the Technical Support Center at (727) 791-2795