


How to put in a work order to facilities services.

08/11/2016

Go to [www.drury.edu](http://www.drury.edu):



Scroll all the way to the bottom of the page.  
Under Resources, select Facilities Work Order link.



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About Drury	Current Students	Faculty/Staff	Resources
<a href="#">About Drury</a> ▶	<a href="#">New Students</a> ▶	<a href="#">Faculty/Staff Directory</a> ▶	<a href="#">Academic Calendar</a> ▶
<a href="#">At a Glance</a> ▶	<a href="#">Current Students</a> ▶	<a href="#">Services</a> ▶	<a href="#">D.Cal: Campus Calendar</a> ▶
<a href="#">Campus Map</a> ▶	<a href="#">Student Organizations</a> ▶	<a href="#">Newsroom</a> ▶	<a href="#">Event Tickets</a> ▶
<a href="#">Driving Directions</a> ▶	<a href="#">Social Media</a> ▶	<a href="#">Human Resources</a> ▶	<a href="#">Facilities Work Order</a> ▶
<a href="#">Contact Information</a> ▶	<a href="#">Community Standards</a> ▶	<a href="#">Policies</a> ▶	<a href="#">Title IX Resource Page</a> ▶
<a href="#">Jobs at Drury</a> ▶	<a href="#">Student Jobs</a> ▶	<a href="#">Olin Library</a> ▶	<a href="#">Policies &amp; Disclosures</a> ▶

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Drury University      900 North Benton Avenue      Springfield, MO 65802, USA      1.800.922.2274      [drury@drury.edu](mailto:drury@drury.edu)

Current User? Login Here!

Email  Password    
[Forgot Password?](#)

**\*New Enhancement\***

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our [resource page](#) with FAQs, guides, and video tutorials.

Never Submitted a Request? Register Here! 



Need help? Call us 1-877-868-DUDE (3833)  
Join the SchoolDude Community Forum discussions | Check out the Crisis Management App | Learn the Value of CMMS Software  
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If you have requested work orders before and have already registered, put in your Drury email and your School Dude Password. If it says that the email has already been used, select FORGOT PASSWORD. An email will be sent to your Drury email Inbox with a link similar to:

**From:** SchoolDude Message Center [message.center@smtp.schooldude.com]  
**Sent:** Thursday, August 11, 2016 11:51 AM  
**To:**  
**Subject:** Password Reset Notification

Hello,

A password reset has been requested for your SchoolDude account. To complete your password reset, please click the link below and follow the prompts:

[https://login.schooldude.com/ChangePassword?Token=1Z3X1h2r2A0y3d0Q2V1\\_0r20373N0l2y1s2K1i321T3n000T1K041N1m31340828%](https://login.schooldude.com/ChangePassword?Token=1Z3X1h2r2A0y3d0Q2V1_0r20373N0l2y1s2K1i321T3n000T1K041N1m31340828%3D)

If you are unable to click on the above link, please copy the link and paste it into your web browser's address bar.

If you did not request this password reset or if you need assistance, please contact Client Support at 1-877-868-3833. The link above will expire in 2 hours. If you have not completed the reset by then, please click the Forgot Password link again to receive a new link.

Click on the blue link in your email and School Dude will send you to a page to create a School Dude password. Then simply put in your Drury Email and your new password and Sign In. This step should take you into the work order system directly.

If you are NEW TO SCHOOL DUDE and this is your First Work Order: Please register your information and create a password here:

**Current User? Login Here!**

Email	Password	<input type="button" value="Sign In"/>	▪
<input type="text"/>	<input type="password"/>		▪
	<a href="#">Forgot Password?</a>	▪	
		▪	
		▪	
		▪	
		▪	
		▪	

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**Never Submitted a Request? Register Here!**



## Never Submitted a Request? Register Here!

Account Number

534956544

First Name

Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Register

NOTE: Registration will be complete after you submit your first request.  
New users are not saved until their first request has been submitted.

You must complete this registration to connect your Drury email to the work order system.  
The account number is already populated for you.  
Please fill out First and Last Name, phone number, your DRURY email and then create a password for yourself. Click Register, the system should take you directly into the work order system.

If you have already successfully registered and have put in work orders, please put in your Drury email and the password you created, select [Sign In](#)..

You should see this screen:

You are now in the work order system. Your name, email address and phone number should automatically show in Step 1:



Drury University Facilities Services  
Got a problem? Email us

Maint Request My Requests Settings

HEL

Legend ▾

Work Request

### Facilities Services Work Order Requests

YOU WILL BE ASKED FOR A PASSWORD IN ORDER TO SUBMIT THE WORK ORDER AND THAT PASSWORD IS "panthers" Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

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

**First Name**

Andrea

**Last Name**

Longley

**Email**

alongley@drury.edu

**Phone**

X7404

**Pager**

**Mobile Phone**

**Step 2** Location

-- Select Location -- ▾

**Building**

-- Select Building -- ▾

**Area**

-- Select Area -- ▾

**Area/Room Number**

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

**Step 3** Select Problem Type:

...

## Step 2: Location, Building, Area, and Area/Room Number are very important

### Step 2 Location

Burnham Hall

#### Building

-- No Building Available --

#### Area

1st Floor

#### Area/Room Number

Room 100 Business Office

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

### Step 3 Select Problem Type:



**Maintenance Help Desk:** Click on the problem type below that best describes your issue.



Carpentry



Ceilings



Custodial



Doors and Hardware



Electrical



Elevators



Fire Alarm System



Flooring



Grounds



Heating/Ventilation /Air  
Conditioning



Ice Machine Service



Inspections



Key and Lock



Lighting



Mechanical



Miscellaneous



Moving



Painting



Pest Control



Plumbing



Shades/Blinds



Sidewalk/Walkway



Smoke Detector



Washer/Dryer



Water Leaks



Welding



Windows

### Step 4 Please describe your problem or request.

We spilled some coffee in front of the cashier desk in Burnham Hall. We need the carpet spot cleaned. Thank You.

### Step 5 Requested Completion Date

BLANK

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here for assistance in date entry.](#))

### Step 6 Attachment

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

### Step 7 Submittal Password

panthers

[Forgot Password?](#)

### Step 8

NOTE: You will receive the following notifications.

You will be notified receipt of your request.

You will be notified when this request has been closed.

Note: You will now be required to login with a password each time to submit a work order. Remember that Step 7 requires the word, all lowercase panthers to submit.

If you are having problems, please email [facilities@drury.edu](mailto:facilities@drury.edu).