How to Create a Work Order

You can create work orders for maintenance, HVAC, custodial, grounds, pest control, and event setup through the SchoolDude work order system.

You can get to the work order system 2 ways:

1. Go to the Home tab on MyDrury and select “Facilities Schedules and Services” on the left, then “Work Order Request” on the right.

![MyDrury screenshot](image)

OR

2. Go to [www.drury.edu/facilities/](http://www.drury.edu/facilities/) and select the “Submit A Work Order” button.

![Facilities Services screenshot](image)

Either of these methods will take you to the SchoolDude login screen.
Once you reach the login screen, you will sign in using your Drury email and SchoolDude password.

If you have never created a SchoolDude account or placed a work order, you will need to select “Never Submitted a SchoolDude Request? Register Here!” and fill out the form to register using your Drury email address and a password of your choosing. **NOTE: This password is not tied to your MyDrury account.**

Once you register, you will have to submit a work order to finalize your registration. **If you leave without submitting a work order, you will have to create your account again.**

If you try to register and get an error message that says “The email indicated is already registered. Please log in with email and password.” it is possible that the Facilities office has previously placed a work order under your name and email address (usually because you have called or emailed us). You can select “Forgot Password?” to reset your password.
After you log in, you will be taken to the Work Request form.

Fill out as many fields in the work order as you can:

1. Make sure your contact information is correct.
2. Fill out your location with as much detail as possible. NOTE: Many housing locations will allow you to select your apartment under “Building”.
3. Select the problem type (pest control, lighting, appliance repair, etc.)
4. Describe the problem with as much detail as possible.
5. You will be required to enter a submittal password. That password is “panthers” for everyone on campus.
Once your work order has been submitted, you will be taken to a screen that shows all your current and past work orders. You can view the status of the work order and any actions taken. You can also view this page by selecting the “My Requests” tab.

You will get an email when your work order is received and another email when your work order is completed. You can sign up for additional emails or change your contact information under the “Settings” tab.

If you have an emergency work order, like an active water leak or overflowing toilet, please also contact the Facilities office directly in addition to placing a work order. If you have an emergency after hours, please contact Security at 873-7400.

If you need to make any changes to your work order or update it with new information, please contact the Facilities office.

Questions? Contact Facilities at 873-7219 or facilities@drury.edu.