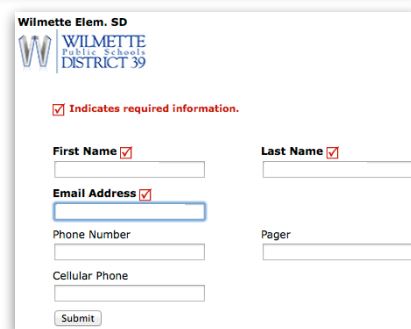
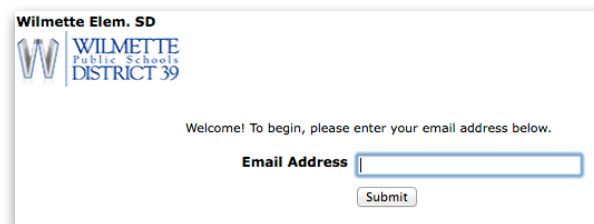


### FIRST TIME USER:

1. In your Internet Browser, go to **D39 > For Staff > Logins > Work Order Request / SchoolDude for Staff.**
2. Enter your D39 email address and click **Submit.**
3. At the Welcome screen, enter your First Name, Your Last Name, and your email address again. Do **NOT** enter any phone numbers. Click **Submit.**
4. This will take you to a **Request Form** (see next page for a full view of it). Notice that the Tab at the top says **Maint Request.** The tab next to it, **My Requests,** will show you all the requests that you have made in the past.



### PAST USER - TO CREATE A WORK REQUEST:

1. When you go to the link on the Logins page, you only need to enter your **D39 email address** and click **Submit.** Step 1 should be completed already.
2. **Step 2:** Pick your building from **Location** and the **Area** and **Area/Room Number.**
3. **Step 3:** Select the icon that best describes your problem and click on it. This determines who is going to get the work order.
4. **Step 4:** Type in your description of the problem. If necessary or possible, tell the best time for a technician to perform the work.
5. **Step 5:** If you have a desired completion date, use the calendar to pick that date.
6. **Step 6:** Type in the submittal password: **wilmette**
7. **Step 7:** Click **Submit.** This will take you to the **My Requests** tab automatically.
8. If you want to make another request, click on the **Maint Request** tab again and you get a blank form to complete.

See next page for sample form.

## Work Order Request Form

Thank you for using our online system to submit work requests. We will promptly attend to your issues and concerns. Please complete this request form.

**Step 1 Please be yourself, click here if you are not Sid Teppes**

**First Name**

Sid

**Last Name**

Teppes

**Email**

teppes@wilmette39.org

**Phone**

**Pager**

**Mobile Phone**

**Step 2 Location**

-- Select Location --

**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 on the problem type below that best describes your issue.



Custodial



Electrical



Event Setup



General Maintenance



Grounds



Heating/Ventilation /Air  
Conditioning



Key and Lock



Pest Control



Plumbing

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

**Step 5 Requested Completion Date**

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

**Step 6 Submittal Password**

[Forgot Password?](#)

**Step 7**

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.