

DMACC Boone Housing Maintenance Request Guide

How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=450460933>
- **If you are submitting your first request**, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form.
**Note: Your registration will be complete after you submit your first work request.*
 - Enter the **Account Number** **450460933**
 - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the work order request form.
- **If you are a returning user**, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

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

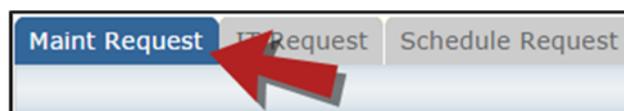
Confirm Password

Email Password

[Forgot Password?](#)

How to Submit a Request

- Make sure you are on the **Maint Request** tab at the top of the screen.



**Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** (Boone Campus), the **Building** and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

Step 2 Location

Boone Campus ▼

Building

--Select Building-- ▼

Area

-- Select Area -- ▼

Area/Room Number

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

- **Step 3:** Select “General Maintenance” in **Problem Type**.

Step 3 Select Problem Type:

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

 Backflow	 Carpentry	 Carpet Repair	 Ceiling Tile
 Chillers	 Clocks/Bells	 Corporate Services	 Custodial
 Doors and Hardware	 Electrical	 Fire Alarm System	 Fire Hydrant
 General Maintenance	 Grounds	 Heating/Ventilation /Air Conditioning	 Key and Lock
 Lighting	 Lighting (Outdoor)	 Mechanical	 Moving
 Painting	 Pest Control	 Plumbing	 Roof
 Security	 Signage	 Snow Removal	 Trash Removal
 Vehicle Maintenance	 Water Leaks	 Welding	

- **Step 4:** Type in a **Description** of the problem.

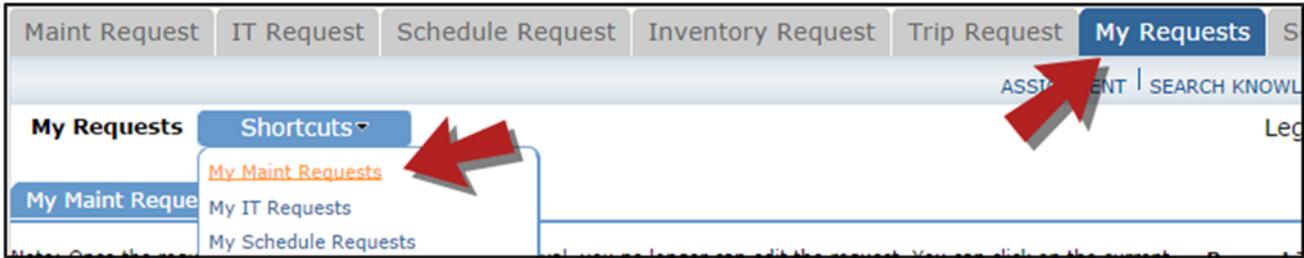
Step 4 Please describe your problem or request.

Broken door hinge. Please repair.

- **Step 5:** Enter a **Time Available** when workers can come by. (optional)
- **Step 6:** Enter the date you would like to have the work completed by. (optional)
- **Step 7:** Select the **Budget** **BOONEH Boone Apts**
- **Step 8:** Type in the **Submittal Password** which is **OK**
- **Step 9:** Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.

My Maint 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 " **GO** Show All

Request Totals
 1 New Request
 1 Work In Progress

1 - 2 of total 2 listed

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
Purpose			
New Request 157	ABC High School Classroom Room 125	No Action Note 5/17/2012	
Work In Progress 149	ABC High School Classroom Room 123	No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning	

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