How to Register and Submit a Ticket for the First Time

- Go to www.myschoolbuilding.com
- 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 request. Also, please make sure you put in a phone number, as it is a required field (It can be the school phone number).

Never Submitted a SchoolDude Request? Register Here! ⌃

Account Number

241218048

First Name | Last Name
Justin | Judy

Phone Number

229-888-8989

Email

jjudy@worthschools.net

New Password

create password 6 digits or more

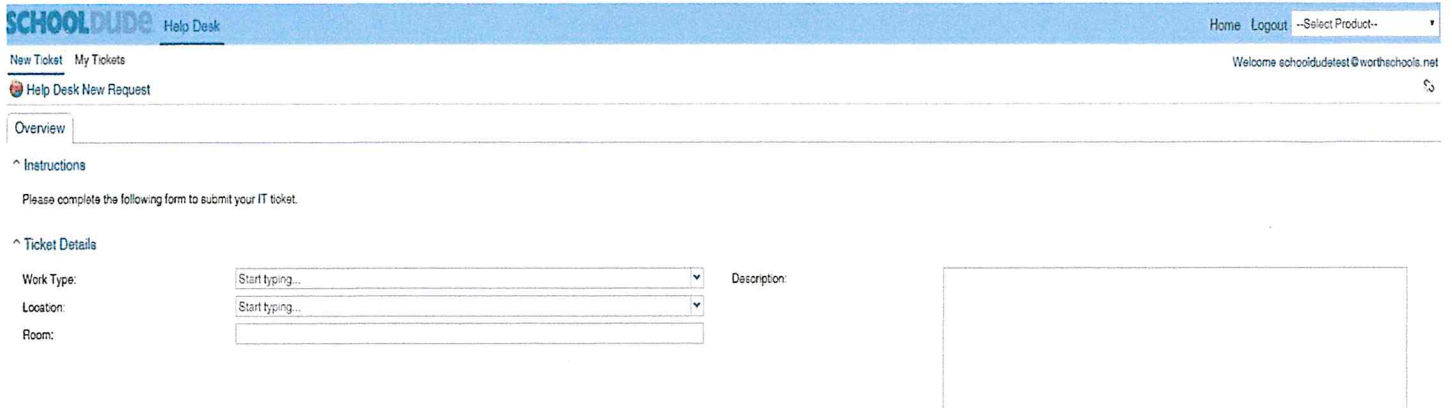Passwords are case sensitive and must be at least six characters long.

Confirm Password

create password 6 digits or more

Register

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

- Enter 241218048 as the **Account Number**.

- Enter your **First Name** 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 at least 6 characters long.

- Click **Register** to go to ticket form.

- Once logged in, select the *IT Request* Tab.

🔴 Help Desk New Request

Overview

^ Instructions

Please complete the following form to submit your IT ticket.

^ Ticket Details

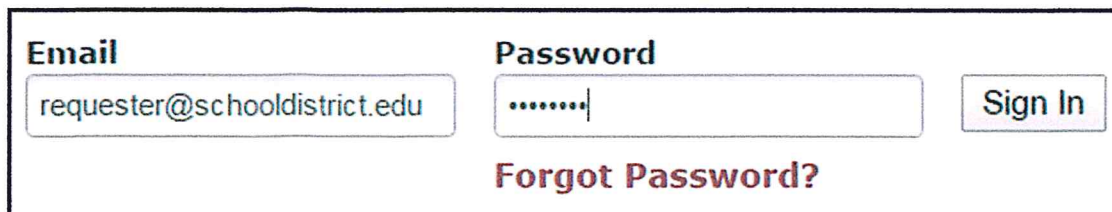| Work Type:	Start typing... ▼	Description:	
Location:	Start typing... ▼		
Room:			

- Click on **New Ticket** in the grey ribbon below Help Desk.

- Following any provided guidelines detailed in the Instructions section complete all required fields marked with a red line. Once all fields are complete click on **Create Ticket**.

How to Submit a Help Desk Ticket as a Returning User

- Once you have been registered as a user, you can login using the following link
  https://login.schooldude.com/?productID=TEHPDK or go to www.myschoolbuilding.com

- 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.

Email   **Password**

requester@schooldistrict.edu	••••••••	Sign In

Forgot Password?

- Click on **Help Desk** in the top left of the screen.
- Click on **New Ticket** in the grey ribbon below Help Desk.
- Following any provided guidelines detailed in the Instructions section complete all required fields marked with a red line. Once all fields are complete click on **Create Ticket**.

Step 2   **Location** ☑

Your current location is **Worth County Football Stadium**
Area

Change Location
Area/Room Number

-- Select Area -- ▼

☐ 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.

Air Conditioning	Alarm	Athletic Fields	Bleachers
Ceiling Tile	Desk Repair	Doors and Hardware	Drainage
Event Break Down	Event Setup	Fence Repair	Filters
Flooring	Furniture Repair	Generators	Grass Cutting
Grease Traps	Grounds	Heating	Irrigation
Key and Lock	Kitchen Repair	Landscaping	Lighting
Moving	Painting	Pest Control	Plumbing
Pressure Washing	Restrooms	Roof	Scoreboards
Sprinkler System	Storm Drains	Water Leaks	

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?

Worth rams