School Dude:
Maintenance Direct

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Maintenance Direct

When you need maintenance assistance, you need to submit a Maintenance Direct request through School Dude.

Submitting a Request

2. Select Maintenance Direct under Work Order Information.

3. You will see the welcome screen. If you have previously created an account, enter your PSC email address and SchoolDude password then select Sign In.

4. First Time Use: Fill out the required fields and select Register.
5. If your contact information does not appear in the fields, enter your First Name, Last Name, and Email Address.

![Form Fields](image)

**Note:** Once you fill in your contact information, the system will remember you the next time you visit School Dude.

6. Select Submit.
7. Select Maint Request.

![Maint Request](image)

8. Step 1 should be completed with the information you entered on the welcome screen.

![Step 1 Form Fields](image)

**Note:** If the displayed information is not you, select Please be yourself, click here if you are not....

9. In Step 2, enter the Location, Area, and Room Number.

![Step 2 Form Fields](image)
10. In Step 3, select the type of problem you are having by clicking on the icon next to the problem type.

**Note:** If you have items for surplus, please see the [PSC Property Disposal Procedures](#).

11. In Step 4, describe the problem or request. Please be as specific as possible.

12. In Step 5, enter a convenient time for someone to assist you.

**Note:** This information is not required but can be helpful if you are only available at certain times.

13. In Step 7, enter a requested completion date by selecting the calendar icon and selecting the date from the pop-up calendar.

**Note:** Text is not accepted in this field. This field is optional and does not need to be completed if you do not have a requested by date.

**Note:** Please allow 3-5 working days for job completion. If the job requires parts to be ordered, the job will not be completed until the parts arrive.
14. In Step 8, you can attach up to two files no larger than 3MB per file.

Step 8  Attachment
Attach New File (Maximum allowed is two attac

15. In Step 9, enter the password: password

Step 9  Submittal Password
Forgot Pass

16. In Step 10, select Submit.

Step 10  Submit
Your new requests are automatically shown as approved by yi:
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.
You will be notified if this request is completed.

17. You will receive an email with a work order ID and the details of your request.

Note: If you need to make changes to your ticket, contact Pam St. Jacques (x3700) with the updated information. Do not submit an additional ticket.

Check the Status of a Request

2. Select Maintenance Direct under Work Order Information.

1. You will see the welcome screen. Enter your PSC email address and select Submit.
2. Select **My Requests**.

3. Select **My Maint Requests**.

4. You will see a list of your requests along with any action taken.