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SUPERINTENDENT

ALEXANDER CITY SCHOOLS

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Instructions on using School Dude to enter Maintenance Requests and Trip Requests

School Dude

Need to update your password?

1. Go to <https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=858129920>
2. Enter your email address and enter **newuser** as the password.
3. The system should prompt the user to enter a new password.
4. Once the new password has been successfully reset, go back to <https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=858129920> and enter the email and the new login password.
5. If this doesn't work, the other option is to click 'Forgot Password' on the <https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=858129920> login page. This will ask for the user's email and then send a reset password email with a link to reset the password.
6. Again, go back to <https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=858129920> to login.
7. After these steps, if still having trouble logging in, try clearing cookies and cache in the web browser. To quickly access this setting, click Ctrl + Shift + Delete. Then choose to clear cookies and cache data going back as far as possible.

HIGH EXPECTATIONS AND SUCCESS FOR ALL