

**SCHOOL DUDE**



SchoolDude is a Web-based program designed for school facilities maintenance, technology maintenance and field trip planning and management created especially for schools. SchoolDude gives school administrators the power to produce, track, approve and assign costs to work orders. SchoolDude also streamlines the educational trip workflow process, including requests, budget, and mileage and driver wages.

Alexander City Schools currently uses the following management and planning solutions:

- Maintenance Direct - manage facilities work requests
- PM Maintenance - schedule recurring maintenance tasks and generate corresponding work orders
- IT Direct - manage technology work requests
- Trip Direct – field trip planning and management
- Inventory Direct - manage supplies inventory
- INSIGHT – IT Asset Management

## **Maintenance Direct and IT Direct**

### **What kind of Maintenance Issues should be entered into SchoolDude?**

All facilities, maintenance and technology issues should be reported through SchoolDude including, but not limited to:

1. **Air Scheduling (outside normal hours)**
2. Broken or malfunctioning windows, doors, locks, alarms, or other equipment
3. Plumbing, electrical, landscaping, or HVAC contractors
4. Vandalism
5. Painting or remodeling
6. Capital Improvements
7. Printer problems
8. Computer problems
9. Clocking In/Out TES problems

## **Trip Direct**

### **What kind of trips should be entered into SchoolDude?**

All field trips should be reported through SchoolDude including, but not limited to:

1. Class field trips
2. Athletic trips

### **Do I have to use SchoolDude?**

YES- with the exception of emergencies- all work orders and field trips must be requested through the SchoolDude system. This will ensure that your request will be handled in the most efficient manner possible and allow you to track requests online.

- With the exception of emergencies, only requests (maintenance, trip or technology) made through the SchoolDude system will be processed.
- Issue one (1) work order request per type work, i.e. plumbing issues and electrical issues will require two (2) requests.
- Requests for air scheduling outside of normal hours must be made at least **24 hours** in advance.
- Trip requests must be made at least **24 hours** in advance.

### **How will I be trained on SchoolDude?**

SchoolDude will provide training via the web and phone. You can access the training video via the link on the ACBOE website, [www.alexcityschools.net/](http://www.alexcityschools.net/), under the **STAFF** section, "School Dude Training Video."

## INSTRUCTIONS ON USING SCHOOLDUDE TO ENTER MAINTENANCE REQUESTS, IT REQUESTS AND TRIP REQUESTS

There are two ways to access School Dude:

#1 . . .

If you go to Google or another search engine, you must type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com). SchoolDude will be located. **Enter our Organization Account number: 858129920**

- You will then see a screen asking for your email address. The **first time** you access School Dude, it will tell you that your email cannot be found, so do the following:
  - Enter your email address.
  - Hit the 'submit' button.
  - This brings up another box asking for your last name. Enter your last name and submit/enter again.
  - This takes you to another screen that asks for your first and last name and other information. Once you complete these steps, if using the same computer, School Dude will remember your email and you will not be required to go through all these steps.
  - Once you are logged in to School Dude, you will be able to choose the type request, i.e., work request, trip request, etc.
  - When choosing a work request, you will be able to select whether the problem is maintenance related or technology related.

#2 . . .

If you access School Dude via the link on the ACBOE website, [www.alexcityschools.net/](http://www.alexcityschools.net/), under the **STAFF** section, "School Dude Maintenance Request Form"

- You will see a screen asking for your email address. The **first time** you access School Dude, it will tell you that your email cannot be found, so do the following:
  - Enter your email address.
  - Hit the 'submit' button.
  - This brings up another box asking for your last name. Enter your last name and submit/enter again.
  - This takes you to another screen that asks for your first and last name and other information. Once you complete these steps, if using the same computer, School Dude will remember your email and you will not be required to go through all these steps.
  - Once you are logged in to School Dude, you will be able to choose the type request, i.e., work request, trip request, etc.
  - When choosing a work request, you will be able to select whether the problem is maintenance related or technology related.

### **Facilities Maintenance Issues**

Mark Simmons, Maintenance Supervisor

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### **Technology Issues**

Keith Lashley, Technology Coordinator

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Neal Wagoner, Technology Technician

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### **Transportation Issues**

Keith Lashley, Transportation Coordinator

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Kathy Hawkins, Transportation Supervisor

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### **Alexander City School**

<http://www.alexcityschools.net/>