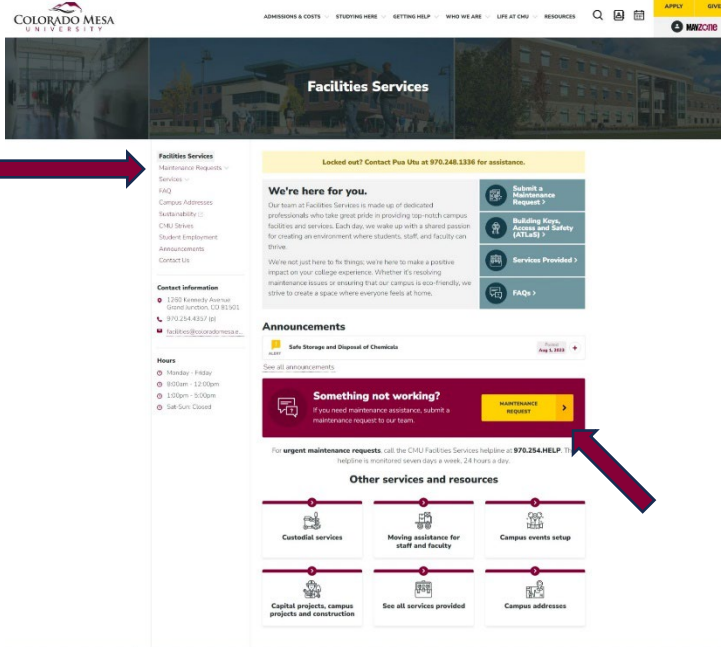


## Maintenance Requests for Staff

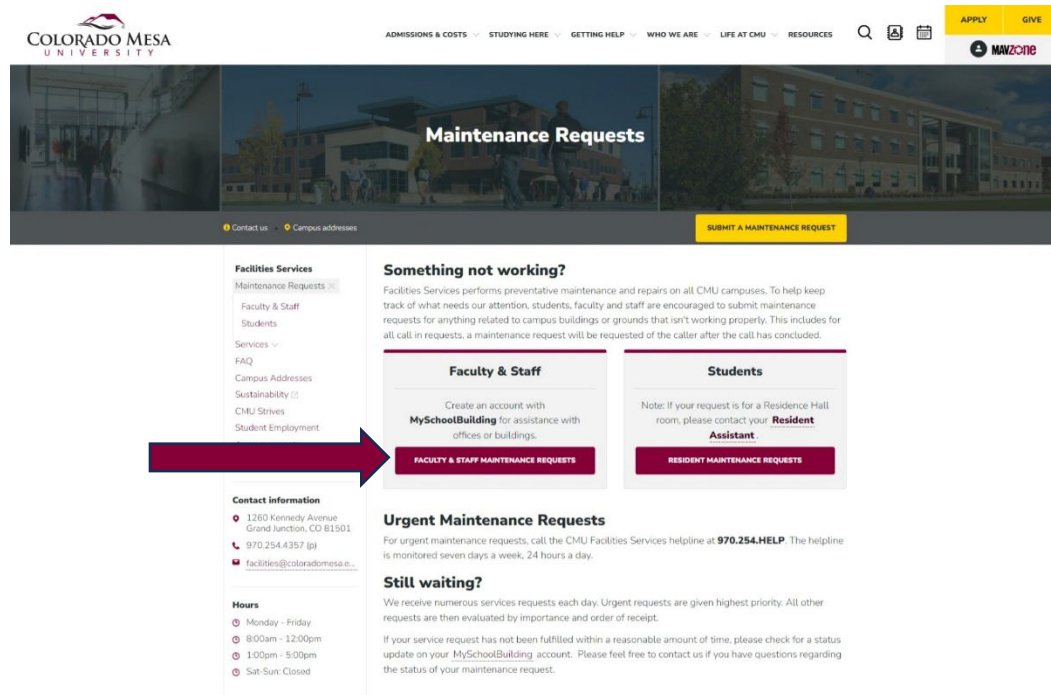


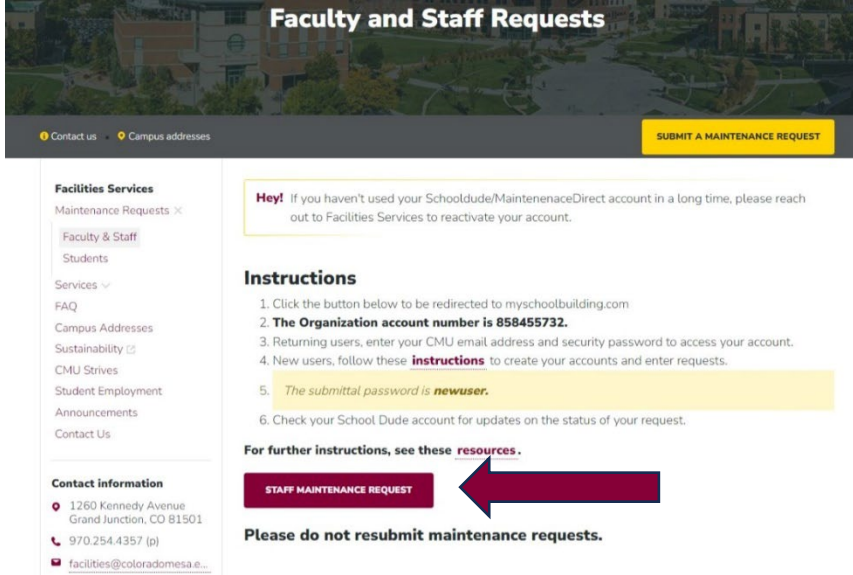
### Step 1.

Go to the Facilities Website  
Click the **'Maintenance Requests' Link** in the sidebar navigation OR **'Maintenance Requests' Button** in the middle of the page.

### Step 2.

The Maintenance Requests main page gives you two options. Select the button for **"Faculty & Staff Maintenance Requests."**





**Faculty and Staff Requests**

Contact us Campus addresses **SUBMIT A MAINTENANCE REQUEST**

**Facilities Services**  
Maintenance Requests x  
Faculty & Staff  
Students  
Services v  
FAQ  
Campus Addresses  
Sustainability i  
CMU Strives  
Student Employment  
Announcements  
Contact Us

**Contact information**  
1260 Kennedy Avenue  
Grand Junction, CO 81501  
970.254.4357 (p)  
facilities@coloradomesa.e...

**Hey!** If you haven't used your SchoolDude/MaintenanceDirect account in a long time, please reach out to Facilities Services to reactivate your account.

**Instructions**

1. Click the button below to be redirected to [myschoolbuilding.com](https://myschoolbuilding.com)
2. **The Organization account number is 858455732.**
3. Returning users, enter your CMU email address and security password to access your account.
4. New users, follow these [instructions](#) to create your accounts and enter requests.
5. *The submittal password is **newuser**.*
6. Check your School Dude account for updates on the status of your request.

For further instructions, see these [resources](#).

**STAFF MAINTENANCE REQUEST**

**Please do not resubmit maintenance requests.**

### Step 4.

Login to your SchoolDude Account, if you don't have one click the registration link below the login section to create an account. If you forgot your password, click the 'Forgot Password?' link to reset it.

*If you have not logged in for awhile your account might be disabled, contact Facilities Services to check for your account status.*

### Step 3.

Please note the instructions listed on this page to help you submit a work order. Then click the button "Staff Maintenance Request."



**Current SchoolDude User? Login Here!**

Email Password Sign In  
Forgot Password?

**Never Submitted a SchoolDude Request? Register Here!** ^

Account Number i  
First Name Last Name  
Phone Number  
Email  
New Password  
Confirm Password  
Register

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

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

**Step 5.**

Fill Out sections 1 through 7 in SchoolDude as shown in the diagrams below.

**Step 5.1**

Please ensure your contact information is accurate, this information is pulled from your registration information.


**Step 1** Please be yourself, click [here](#) if you are not 

<b>First Name</b> 	<b>Last Name</b> 	<b>Email</b> 
<b>Phone</b> <input checked="" type="checkbox"/> 	<b>Pager</b> 	<b>Mobile Phone</b> 


**Step 5.2**

Select your location using the following options. Include very specific information. Select your Location -> Building -> Area -> Room # if applicable. If you want to save this information for future use, you can select the box shown below.

**Step 2** **Location**

Main Campus  


**Building**  If there is no building to choose, please contact your administrator.

Maverick Center (MC)  


**Area**

Office  

**Area/Room Number**

123  

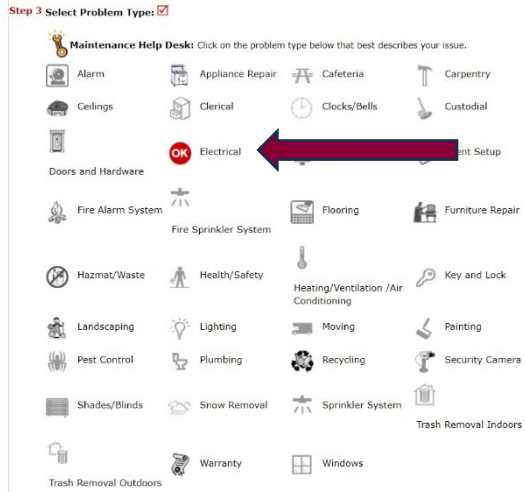
Yes, remember my area entries for my next new request entry.



### Step 5.3

Select the type of problem you're reporting – please be as accurate as possible. Most of these categories get assigned to a technician directly that can assist you.

The selection you make will appear highlighted once selected. You can only select one per maintenance request.



### Step 5.4

Please describe your issue in as much detail as possible including additional information on the location as well if needed.

#### Step 4 Please describe your problem or request.

The electrical outlets do not appear to have power - we do not have access to the breaker [panel](#)

### Step 5.5

You have the opportunity to attach a file to help the technician identify the issue, but an attachment is not required.

#### Step 5 Attachment

[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

### Step 5.6

The 'Submittal Password' is **NOT** your user login password. The 'Submittal password' is the same for everyone and is **newuser**

#### Step 6 Submittal Password

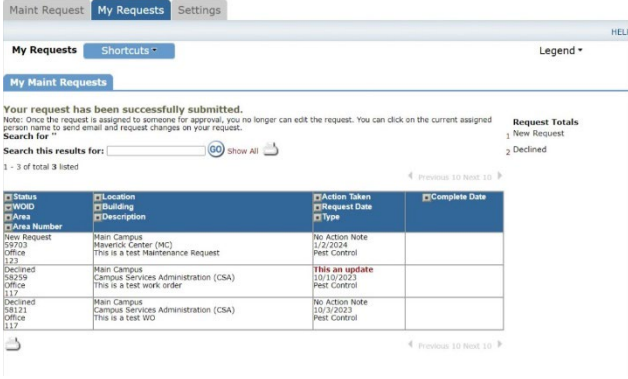
[Forgot Password?](#)

## Step 5.7

Click submit once all your information is complete.

## Step 7

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.



**My Maint Requests**

Your request has been successfully submitted.  
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 "":

1 - 3 of total 3 listed

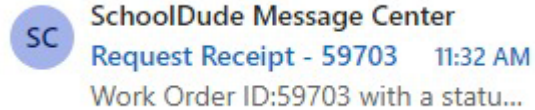
Status	Location	Action Taken	Complete Date
WOID	Building	Request Date	
Area Number	Description	Type	
New Request 59703 Office 123	Main Campus Maverick Center (MC) This is a test Maintenance Request	No Action Note 1/2/2024 Pest Control	
Declined 59703 Office 117	Main Campus Campus Services Administration (CSA) This is a test work order	This an update 1/1/2023 Pest Control	
Declined 59703 Office 117	Main Campus Campus Services Administration (CSA) This is a test WO	No Action Note 1/1/2023 Pest Control	

## Step 5.8

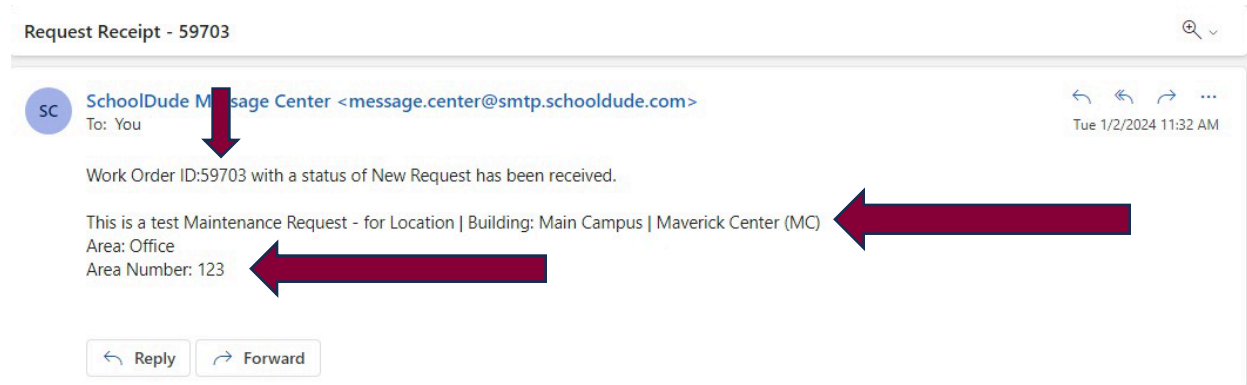
You can view the status of your maintenance requests in your SchoolDude dashboard at any time.

## Step 6.

Once you submit your request, you will receive an email receipt confirming the details of your request. Pay special attention to the details of the request to ensure that everything is accurate.



Pay special attention to the "Work Order ID" this is the number that Facilities Services will ask for when researching your Maintenance Request.



Request Receipt - 59703

SC SchoolDude Message Center <message.center@smtp.schooldude.com>  
To: You

Tue 1/2/2024 11:32 AM

Work Order ID:59703 with a status of New Request has been received.

This is a test Maintenance Request - for Location | Building: Main Campus | Maverick Center (MC)

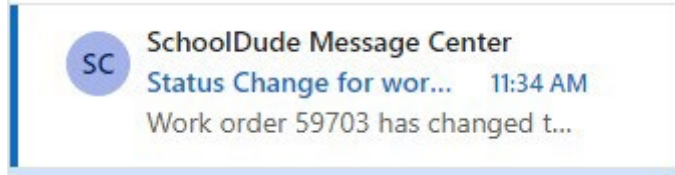
Area: Office

Area Number: 123

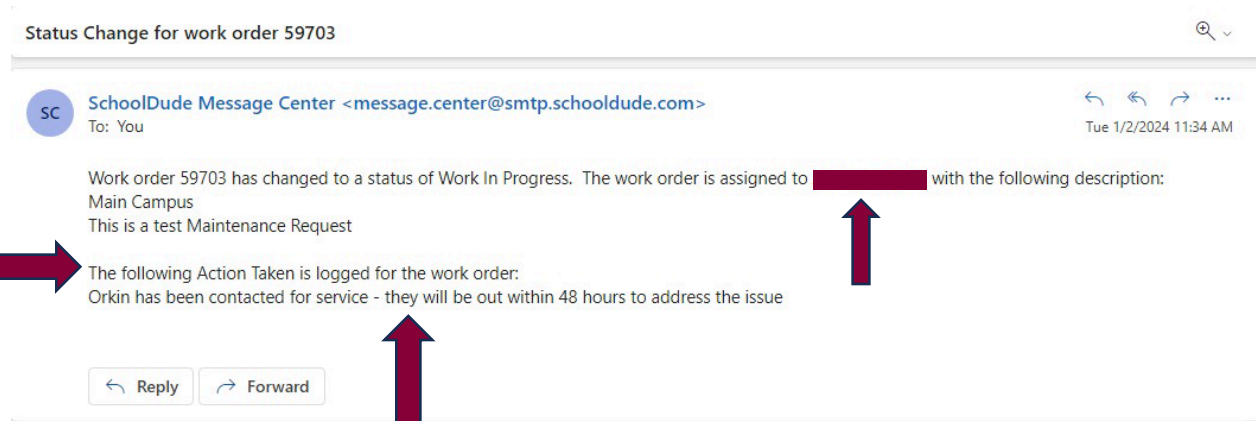
Reply Forward

**Step 7.**

Any updates to your request will also be delivered via email as soon as they're made. Pay special attention to the notes added in by the individual managing your request to understand what steps are being taken to resolve your request.



**Your request will be assigned, and you can view who it's been assigned to in the status update email. They are responsible for getting your request resolved.**



**Step 8.**

When your request has been addressed or completed you will receive a final email. Check the 'Status' and 'Action Taken' sections to determine if your work order was resolved.

