



SchoolDude Instructions

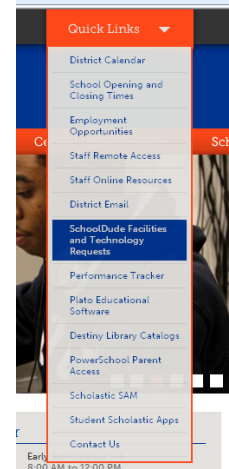
Go to the SchoolDude website using either of the following methods:

- Click the maintenance toolbar button:
- From a web browser - www.myschoolbuilding.com.
- Select SchoolDude from the Bloomfield schools web site quick links



This will bring you to the web site for submittal of requests. If you are asked for an account number, the number is 574894453. You will then be asked to enter your email address. Entering your blmfl.org address will ensure you receive updates on the status of your ticket.

By selecting the appropriate area as shown above you will be able to enter a



District Website



Bloomfield Public Schools Technology Department

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form. If you have any questions please call 860-769-4185

Facilities department or Technology department request.

<u>Types of Requests</u>	
Technology	Facilities
Computers Printers Projectors Interactive White Boards Wired and Wireless Networking Software Accounts	Building Issues AV Equipment Electronics Signage Fobs Keys Telephones Scheduling

Technology Work Requests

- At the screen entitled Bloomfield Schools Technology Department, fill in the location information.
- Click on the icon that best describes your request.
- Type in the description of your request and, if the request is time sensitive, a completion request date.
- Enter the password (“request”) and click Submit.

To View Requests You Have Made

If you want to look at requests that you have made, click the “My Requests” tab on the top of the screen. Click on the type of request you want to view (Work, Schedule or Inventory) appearing just below the tabs at the top of the page.

If you encounter any problems when submitting a request, please feel free to contact the Facilities Department at 860-769-4220 or the Technology Department at 860-769-4185.