



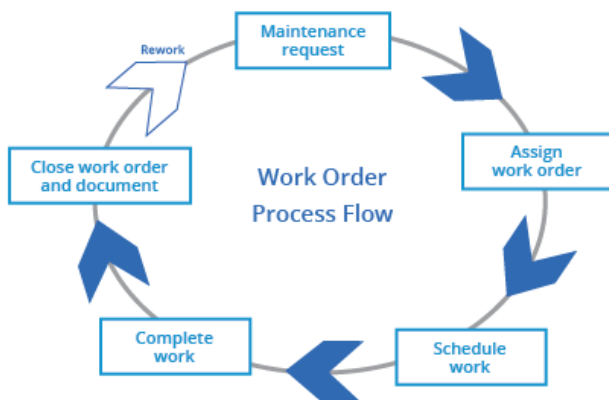
**SUBMITTING WORK ORDER AND FACILITY USE
REQUEST PROCEDURE**

Index

Submitting Work Order Procedure	Page 3
Accessing the Websites to Submit the Work Order	Page 5
Submitting Maintenance Work Orders	Page 6
Submitting a Technology Work Order	Page 9
Submitting a Staff Facility Use Request	Page 12
Submitting a Vehicle Use Request	Page 16

SUBMITTING WORK ORDER PROCEDURE

All facility modifications, changes and or requests require a work order. Examples of facility modifications include and are not limited to electrical work, installation of shelving, speakers and or other equipment, removal and or hanging of whiteboards, etc. Essentially any change to the existing facility throughout the school district.



Administrator authorization is required prior to any changes to buildings, and or a district owned facility, and the work is **only** to be performed by maintenance, grounds, custodial staff unless otherwise directed by the Facilities Supervisor and or Assistant Superintendent for Business, Operations and Safety.

There are two types of work orders, Maintenance work orders, and Technology work orders. In addition, two types of requests and they are Facility use requests and Transportation vehicle requests.

Steps for processing a work order (and or usage request):

1. Employee proposes change(s) needed with request of a work order to the building Administrator.
2. The Administrator, or designee will approve or deny the request and will advise the secretary of their decision
3. Only after receiving approval from the Administrator, or designee will then enter the work order request.

Please note any requests submitted from persons other than an Administrator or designee will be denied

The following pages are instructional guides for submitting work orders in School Dude Work Orders (Maintenance, Facilities & Transportation), and BMC Track-It for Technology Work Orders.

SchoolDude is a multifunctional website for submitting work orders and facility use requests for the following departments: Transportation, Maintenance, Grounds, Custodial, Employee Facility Use, Transportation vehicle Requests, Surplus, and Archiving.

If you have a special request that requires assistance in submitting a work order, please contact the department directly for assistance.



SchoolDude

Maintenance Work Orders:

John Christian

christianj@orting.wednet.edu

360-893-2302 Ext. 230



Facility Use Requests:

Mikayla Cailing

cailingm@orting.wednet.edu

360-893-2246 Ext. 475



Transportation Vehicle Requests:

Barb Woolery

wooleryb@orting.wednet.edu

360-360-2302 Ext. 227

(For all special requests and or assistance in placing a vehicle use request, please contact Barbara Woolery, Transportation Supervisor)



BMC Track-It

Technology Work Orders:

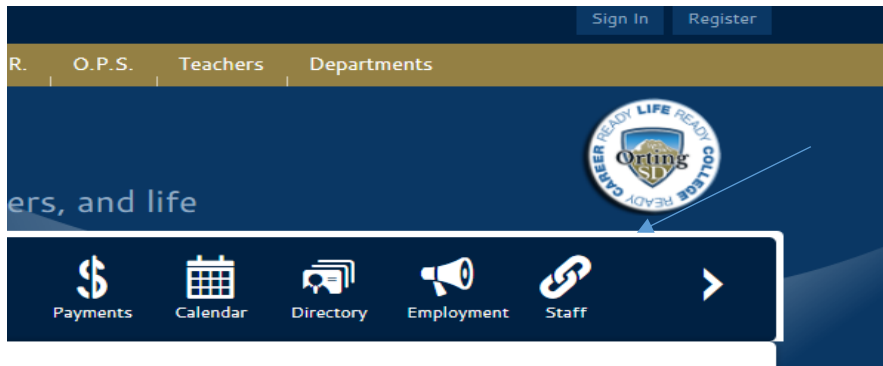
Technology Department

360-893-6500 Ext. 230

(Please contact the Technology Department, if you cannot submit a request due to website restrictions)

Accessing the Websites to Submit the Work Order:

Go to www.ortingschools.org and select staff links, as shown below.



Then you will select the staff link for the appropriate work order you are submitting. BMC Track-It is for all Technology Work Orders and can be found on our website.

School Dude is for all Maintenance Work Orders and you will access it by accessing the following link:

<https://login.myschoolbuilding.com/msb?acctNum=65961984&productID=MD>

Staff Links



Follow Link
Need a sub?
Use Frontline/Aesop
Informational link
Login issues contact
Carrie Joy email



Follow Link
Submit a work order for Tech issues.
Use the link above AND provide Location, Room#,
Call back#, Details about your issue. **WORKS ON
DISTRICT COMPUTERS INSIDE THE DISTRICT ONLY**



Follow Link
School Dude is used for the following:

- Maintenance Work Orders
- Staff Facility Reservations
- Staff Trip Requests

OSD code - 65961984



Follow Link
School Board Meeting
Notices/Agendas/Minutes/Podcasts/Board
Policies



Follow Link
Skyward/Gradebook
access.
Employee information
access
Contact your building
support person for technical
problems.



Follow Link
TeamViewer is used by the
Tech Department to
remotely resolve some
computer issues.



Follow Link
Login issues?
Contact Colleen Almousawi
email



Follow Link
Non-Migrated
Email access anywhere
full email address - (ie
smiths@orting.wednet.edu)
Username - last name first
initial (ie smiths)
Password - **district
password**



Follow Link
Required staff training
login with
first & last name (no space)
Login issues contact
Carrie Joy email



Follow Link
Homeroom for staff

- Skyward login is
used



Follow Link
Medicaid Reimbursement
Program. Use Mozilla
Firefox browser only.

Submitting a Maintenance Work Order:

First, access the SchoolDude website at:

<https://login.myschoolbuilding.com/msb?acctNum=65961984&productID=MD> , and create an account (*Never Submitted a SchoolDude Request? Register Here!*) in SchoolDude, if you do not already have one.

Log in and you will see the below screen.



Current SchoolDude User? Login Here!

Email	Password	
<input type="text" value="mortensonh@orting.wednet.ec"/>	<input type="password" value="....."/>	<input type="button" value="Sign In"/>
Forgot Password?		

Never Submitted a SchoolDude Request? [Register Here!](#) ▼

Register as shown below with OSD Code – 65961984, and then click “Register”.

Never Submitted a SchoolDude Request? Register Here! ^

Account Number

First Name

Last Name

Phone Number

Email

New Password

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

Confirm Password

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

After you complete your registration, you will see the following screen.

Orting School District
Got a problem? Email us

Maint Request Schedule Request Trip Request My Requests Settings

HELP

Legend ▾

Work Request

Welcome
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.

Step 1 Please be yourself, click here if you are not Holly Mortenson

First Name **Last Name** **Email**

Phone **Pager** **Mobile Phone**

Step 2 Location

-- Select Location -- ▾

















Area ▾ **Area/Room Number**

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

Step 3 Select Problem Type:

Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts.
Click on the problem type below that best describes your issue.

 Alarm	 Athletic Fields	 Bleachers	 Boiler
 Clocks/Bells	 Custodial	 Custodial Equipment Repair	 Doors and Hardware
 Electrical	 Equipment Maintenance	 Fire Alarm System	 Food Services
 <input type="text"/>	 <input type="text"/>	 Graffiti	 Grounds

Step 1 should auto-populate with your information, complete Steps 2 through 10, and click "Submit".

Gutter Downspout	Health/Safety	Heating/Ventilation /Air Conditioning	Key and Lock
Kitchen Equipment	Lighting (Indoor)	Lighting (Outdoor)	Lunch Tables
Moving	Painting	Parking Lot Striping	Pest Control
Playground	Plumbing	Refrigeration	Restrooms
Roof	Security	Shades/Blinds	Sound System
Stadium Services	Surplus	Water Leaks	Weed Control
Windows			

Maintenance Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
John Christian	(253) 312-4895
Kristian Pedersen	(253) 583-4276
Randy Sigafogs	(253) 579-2894

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Purpose
 -- Select Purpose --

Step 7 Requested Completion Date
 MM/DD
 (A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 8 Attachment
 Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 9 Submittal Password
 [Forgot Password?](#)

Step 10

Please note you will receive the following notifications:

- You will be notified of receipt of your request
- You will be notified of the status changes to your request
- You will be notified if this request is completed
- You will be notified if this request is declined

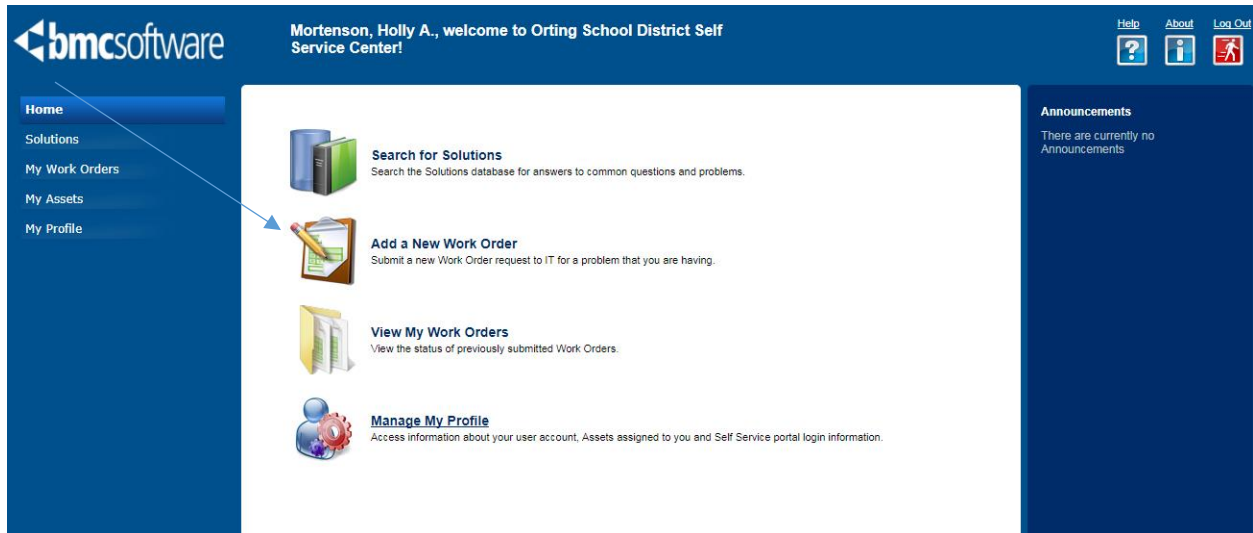
Please note all requests will be completed in order of urgency, and as time allows. Please be patient, as these departments make every effort to respond to all requests in a timely fashion.

Please contact John Christian with any special requests, and or for assistance in processing a work order.

Submitting a Technology Work Order:

First, click on the “Follow Link” as shown above and create an account (*Log in using your Windows account*) in BMC Track-It, if you do not already have one.

Log in and you will see the below screen. From the home screen, you can Search for Solutions, Add a New work order, View My Work Orders and Manage My Profile.



Then you will click “Add a New Work Order” and the following screen will appear. You will then complete all of the fields with the following information, as requested:

- Summary
- Call Back Number
- Priority
- Type
- Subtype (if necessary)
- Category
- Note (Please be as specific as possible)
- File Name
- Room Number
- Device type
- School Name
- Computer Type

Please note all requests will be completed in order of urgency, and as time allows. Please be patient, Technology makes every effort to keep everyone in “working order”.



New Work Order

[Common Requests](#)[Submit Work Order](#)

Summary:*

Call Back Number:

Priority:

Type:

Subtype:

Category:

Note (Please be specific as possible):*

File Name:

[Browse...](#)[Clear](#)

Room Number:*

Device type:

School Name:*

Computer Type:

[Submit](#)

After completing all fields, click "Submit".

You will get the following review of your work order submitted and the work order number, as shown below.

View Work Order

Work Order 32048 - Work Order Test

Add Note
 Add Attachment
 Cancel Work Order
 Print Work Order

Work Order 32048 has been submitted successfully.

ID:	32048
Requestor:	Mortenson, Holly A.
Call Back Number:	
Asset:	
Status:	Open
Summary:	Work Order Test
Priority:	Low
Type:	Information Needed
Subtype:	
Category:	
Assigned Technician:	
Date Entered*:	9/1/2017 2:49 PM
Date Assigned*:	
Expected Completion Date*:	
Date Completed*:	
Notes:	9/1/2017 2:49 PM by ORTING\MortensonH test
Technician Notes:	
E-mail Messages:	
Resolution:	
Attachments:	

* Dates displayed in Pacific Standard Time

You will also receive an email confirmation for your work order.

***** Reply to this email to append information to [[WO#32048]] *****

*****DO NOT REPLY TO THIS EMAIL***** This is an automated email and is not monitored. If you would like update your work order please log in and make the necessary changes.

Dear Mortenson, Holly A.,

Work order number 32048, has been created for Work Order Test , on Friday, September 01, 2017 2:49:37 PM.

The Assigned Technician is , the Priority is Low and the Due Date is .

Work Order Type: Work Order

Summary: Work Order Test

Priority: Low

Requestor: Mortenson, Holly A.

Description:

Friday, September 01, 2017 2:49:38 PM by ORTING\MortensonH test

Please contact the help desk if you have any questions.

[Click on this link to submit additional information related to this Work Order.](#)

[Click on this link to request an updated status for this Work Order.](#)

[Click on this link to request an updated status for all of your recent Work Orders.](#)

Lastly, you will receive an email when your work order has been completed.

Submitting a Staff Facility Use Request:

First, access the SchoolDude website at:

<https://login.myschoolbuilding.com/msb?acctNum=65961984&productID=MD>, and create an account (*Never Submitted a SchoolDude Request? Register Here!*) in SchoolDude, if you do not already have one.

Log in and you will see the below screen.

Orting Sch Dist 344



Orting School District
Got a problem? [Email us](#)

Current SchoolDude User? Login Here!

Email

Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

Register as shown below with OSD Code – 65961984, and then click “Register”.

Never Submitted a SchoolDude Request? Register Here! ^

Account Number

First Name

Last Name

Phone Number

Email

New Password

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

Confirm Password

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

After you complete your registration, you will see the following screen.

Orting School District
Got a problem? Email us

Maint Request | Schedule Request | Trip Request | My Requests | Settings

HELP

Legend ▾

Work Request

Welcome
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.

Step 1 Please be yourself, click here if you are not Holly Mortenson

First Name **Last Name** **Email**

Phone **Pager** **Mobile Phone**

















Step 2 Location

Area **Area/Room Number**

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


Step 3 Select Problem Type:

Maintenance Help Desk:
Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

 Alarm	 Athletic Fields	 Bleachers	 Boiler
 Clocks/Bells	 Custodial	 Custodial Equipment Repair	 Doors and Hardware
 Electrical	 Equipment Maintenance	 Fire Alarm System	 Food Services
 Money	 Windows	 Graffiti	 Grounds

Click "Schedule Request", you will then see the following screen.

New Schedule

<p>Normal Schedule</p>  <ul style="list-style-type: none"> • Single date • Multiple dates • Same location/areas 	<p>Recurring Schedule</p>  <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Same location/areas 	<p>Irregular Schedule</p>  <ul style="list-style-type: none"> • Single date • Multiple dates • Multiple Rooms/areas
--	--	--

Maint Request | Schedule Request | Trip Request | My Requests | Settings

CIP: 10.200.14.1
SID: SDPMSBWEB14
DID: 4
CUA: Chrome

Conditions Of Use | Privacy Policy | Security Statement
Help | Logout

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Select the “schedule” type for the request. For this example, we will use “Irregular Schedule” for a single use request. Click your schedule preference, again for this example we will use “Single date”. After clicking your request frequency, you will see the following screen.

New Schedule

Note: Irregular schedules are routed to the comptroller for manual routing.

Welcome to our Facility Rental Request Site for faculty and staff. All facility requests for meetings, school activities, clubs and athletics will be required to be submitted in MySchoolBuilding. [CLICK HERE](#).

Booked by

First Name

Last Name

Email

Please be yourself, click [here](#) if you are not Holly Mortenson

Event Title

Event Description

Location -- Select Location -- ▼

Event Visibility Display events on the facilities use calendar Yes No

Submittal Password [Forgot Password?](#)

Additional Information

User agrees to abide by the OSD Board Policy and Procedures for Use of School Facilities. Yes No

Will your event require the stadium package? (Includes scoreboard, PA system, restrooms, and a designated staff member on site who will run the scoreboard and manage restrooms) Yes No

Will your event require theater seating in the PAC? Yes No

Will your event require water use? (car wash) Yes No

Will your event require a custodian? ALL weekend events require a custodian to be present (except some athletic fields). Yes No

Organization Information

Organization -- Select Organization -- Note ▼

Contact Name -- No Contacts Available -- ▼

First Name **Last Name**

Email **Day-Time Phone**

Evening Phone **Cellular Phone**

Your contact information should populate in the “Booked by” information fields. You will then complete all of the requested information marked by **red check** marks for the request. Please include the organization information, contact name and insurance information (if applicable).

In the Events portion of the page, you will indicate the facility requested, and check availability, as shown below.

Check Availability

Location: **Orting High School**

Rooms Selected:

Cardinals Nest

Date range: 9/20/2017 to 9/20/2017

Blocked School Event Scheduled
 Time slot is booked. Time slot has multiple bookings.

Previous View all dates in range Next

Hourly Increment ▼

	Wed 9/20
12 ^{AM}	00
1 ^{AM}	00
2 ^{AM}	00
3 ^{AM}	00
4 ^{AM}	00
5 ^{AM}	00
6 ^{AM}	00
7 ^{AM}	00
8 ^{AM}	00
9 ^{AM}	00
10 ^{AM}	00
11 ^{AM}	00
12 ^{PM}	00
1 ^{PM}	00
2 ^{PM}	00
3 ^{PM}	00
4 ^{PM}	00
5 ^{PM}	00
6 ^{PM}	00
7 ^{PM}	00
8 ^{PM}	00
9 ^{PM}	00
10 ^{PM}	00
11 ^{PM}	00

If the facility is available during your requested date, and time you will continue with your request indicating your start and end times, and click save. Include "Number Attending" and "Other Needs" if necessary. Click save to complete your request.

Please note you will receive the following notifications:

- You will be notified of receipt of your request
- You will be notified of the status changes to your request
- You will be notified if this request is completed
- You will be notified if this request is declined

Please note all requests will be completed in order of urgency, and as time allows. Please be patient, as these departments make every effort to respond to all requests in a timely fashion.

If you need assistance and or have a special request, you cannot submit online, please contact Mikayla Cailing, Facility Coordinator at 360-893-2246 Ext. 475

Submitting a Vehicle Use Request:

First, access the SchoolDude website at:

<https://login.myschoolbuilding.com/msb?acctNum=65961984&productID=MD> , and create an account (*Never Submitted a SchoolDude Request? Register Here!*) in SchoolDude, if you do not already have one.

Log in and you will see the below screen.



Current SchoolDude User? Login Here!

Email	Password	<input type="button" value="Sign In"/>
<input type="text" value="mortensonh@orting.wednet.ec"/>	<input type="password" value="....."/>	
Forgot Password?		

Never Submitted a SchoolDude Request? Register Here! ▼

Register as shown below with OSD Code – 65961984, and then click “Register”.

Never Submitted a SchoolDude Request? Register Here! ^

Account Number	
<input type="text" value="65961984"/>	
First Name	Last Name
<input type="text" value="Holly"/>	<input type="text" value="Mortenson"/>
Phone Number	
<input type="text" value="3608936500"/>	
Email	
<input type="text" value="mortensonh@orting.wednet.edu"/>	
New Password	
<input type="password" value="....."/>	
<small>Passwords are case sensitive and must be at least six characters long.</small>	
Confirm Password	
<input type="password" value="....."/>	
<input type="button" value="Register"/>	

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

After you complete your registration, you will see the following screen. Click “Trip Request as shown below.

Orting School District

Maint Request
Schedule Request
Trip Request
My Requests
Settings

[HELP](#)

Legend ▾

Trip Request

Trip Request

Thank you for using our internet service to submit trip requests. This service helps us to promptly attend to your trip requests. Please complete this request form.

Please be yourself, click [here](#) if you are not Holly Mortenson

Need Assistance? Contact Barb Woolery at 360-893-2302 ext. 227 or wooleryb@orting.wednet.edu.

Booked By

<input checked="" type="checkbox"/> First Name <input style="width: 90%;" type="text" value="Holly"/>	<input checked="" type="checkbox"/> Last Name <input style="width: 90%;" type="text" value="Mortenson"/>	<input checked="" type="checkbox"/> Email <input style="width: 90%;" type="text" value="mortensonh@orting.wednet.e"/>
<input type="checkbox"/> Phone <input style="width: 90%;" type="text" value="3608936500"/>	<input type="checkbox"/> Pager <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Mobile <input style="width: 90%;" type="text"/>

Booking Details

Yes, submit for estimate only.

Trip Name

Trip Destination

Departing Location -- Select Location -- ▾

Organization -- Select Organization -- ▾

One Way Round Trip

Trip Package -- Select Trip Package -- ▾ [View Trip Package](#)

Departure Date

Return Date

Trip Departure Time ▾ ▾ ▾

Trip Return Time ▾ ▾ ▾

Budget Code -- Select Budget -- ▾

Transportation Type

Click on the transportation type below that best suits your needs:

Step 1 “Booked By” should auto-populate with your information, complete the following steps:

- Booking Details
- Transportation Type
- Trip Contact
- Attendees
- Notes
- Security (submittal password)

Budget Code | -- Select Budget --

Transportation Type

Click on the transportation type below that best suits your needs:

School Bus Van Wheelchair Equipped Vehicle

Number Of Vehicles

Trip Emergency

Contact Name ▲	Contact Phone ▼
Barb Woolery	360-686-1039
Jake Yanez	253-606-2991
Larry Silver	253-906-5550

Trip Contact

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

First Name Last Name Email

Phone Pager Cellular

Attendees

Faculty

Supervising Adults

Number of students Cost per student

Number of adults Cost per adult

Total Attendees

Notes

Educational Objective

Special Needs and/or Trip Requirements

Security

Submittal Password [Forgot Password?](#)

Important reminders for your initial request:

- Please be as detailed as possible, with address of intended location and location name
- Specific number of attendees
- Please include any other information in the "Special Needs and/or Trip Requirements" relevant to the trip, that the Transportation supervisor should know about the trip and or request

Please note you will receive the following notifications:

- You will be notified of receipt of your request
- You will be notified of the status changes to your request
- You will be notified if this request is completed
- You will be notified if this request is declined

Please note all requests will be completed in order of urgency, and as time allows. Please be patient, as these departments make every effort to respond to all requests in a timely fashion.