Submit Work Orders
SchoolDude Request
Submit a Work Order Form

• Go to the My Allegheny home page
• On the right hand side under College Resources select “Forms”
• Under forms, under Physical Plant, click “Work Order Form”
• Complete the Work Order through SchoolDude
Signing into Schooldude

- When signing in please use your Allegheny email and password
Step 1.

- This section should populate from your login credentials.

### Welcome
To submit your request complete the following form.

**Step 1**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>TRACEY</td>
</tr>
<tr>
<td>Last Name</td>
<td>OLENICK</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:TOLENICK@ALLEGHENY.EDU">TOLENICK@ALLEGHENY.EDU</a></td>
</tr>
<tr>
<td>Phone</td>
<td>(332-3749)</td>
</tr>
<tr>
<td>Pager</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>
Step 2.

- Please choose a location from the list. Make sure to select an area (1st floor, 2nd floor, basement, etc.) and include the room number or area use in the Area/Room Number box if applicable.
Step 3. and Step 4.

• Select the type of work to be done from the drop down “Craft” menu
• Check the box if the request is an emergency

• Provide additional detail about the request (be as specific as possible)
Step 5. and Step 6.

- Select Purpose from the dropdown menu. Your choices are:
  - CMP Capital Equipment Requests
  - CMP Project Requests
  - COVID 19
  - General Ground
  - General Maintenance
  - Housekeeping
  - Vandalism
  - Other

- Attach a photo or layout if needed

**Allegheny College**
Steps 7. and Step 8.

• Type the submittal password: “Gator”

• When the work order is complete you will receive the notifications noted above
Finding Your Maintenance Requests

Got a problem? Email us

- Maint Request
- Inventory Request
- My Requests
- Settings

My Requests
- Shortcuts
- My Maint Requests
- My Inventory Requests

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:

Search this results for: □  □ □ Go Show All □ □ □
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