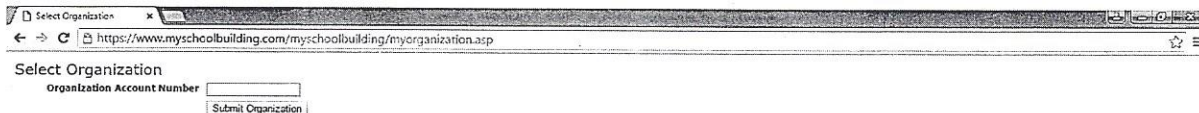


TO SUBMIT A MAINTENANCE REQUEST

Go to the district website: wc-web.k12.ar.us

Click on DISTRICT DEPARTMENTS > MAINTENANCE > SCHOOL DUDE.


You will be asked for an ORGANIZATION NUMBER. That number is **433906020**. Enter that number and left-click the SUBMIT ORGANIZATION button.



Enter your email address and click on SUBMIT.

Enter your first name, last name, email address and your school's phone numbers, then click SUBMIT.

*****You will only have to complete this step the first time you submit a maintenance request*****

Watson Chapel School District


Indicates required information.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Jennifer"/>	<input type="text" value="Howington"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="jhowington@wcmail.k12.ar.us"/>	
Phone Number	Pager
<input type="text" value="8708793320"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Now, use the drop-down menus to enter your LOCATION, BUILDING, AREA, and type in your room number. Click on the icon that best represents your maintenance request.

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

Step 3: Select Problem Type:

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

As you scroll down, you will see a place to further explain your request.
 You can type in the time that is available for maintenance or leave this blank.
 Use the drop-down menu to select the PURPOSE.
 If you have a document you want to add, use the attachment link to do so. If not, skip it.
 Then, enter WCS D in the password box and click SUBMIT.



Watson Chapel School District Home Page

Maint Request My Requests Settings Help

HELP

Welcome to the Watson Chapel Online Maintenance Request Form

To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click here if you are not Jennifer Howington

First Name Jennifer	Last Name Howington	Email jhowington@wcmil.k12.or.us
Phone <input checked="" type="checkbox"/> 8708793320	Pager	Cellular Phone

Step 2 Location

Watson Chapel High School	
Building Watson Chapel High School	
Area Classroom	Area/Room Number <input checked="" type="checkbox"/> 203

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

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Purpose

-- Select Purpose --

Step 7 Attachment

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

Step 8 Submittal Password

Forgot Password?

Step 9

NOTE: You will receive the following notifications.
 You will be notified receipt of your request.
 You will be notified if this request is completed.

This will submit your request to the appropriate party and open the MY REQUESTS tab so that you can see a record of your request.

Left-click on LOGOUT in the upper right corner to log out of SchoolDude. Your request has been submitted.

Watson Chapel School District

WCS D
WATSON CHAPEL SCHOOL DISTRICT

MD LOGIN LOGOUT HEL

Watson Chapel School District Home Page

Maint Request My Requests Settings Help

HELP

Your request has been successfully submitted.

My Maint 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

1 - 1 of total 1 listed

Request Totals
1 New Request

Status	Location	Action Taken	Complete Date
WOID	Building	Request Date	
Area	Description	Type	
Area Number			
Purpose			
New Request 123 Classroom 203 Other	Watson Chapel High School Watson Chapel High School This is a test.	No Action Note 7/28/2008 Air Conditioning	

Previous 10 Start 10

Previous 10 Next 10