

Elgin Independent School District

School Dude

Employees can submit work orders for assistance with maintenance and/or custodial issues through **School Dude**.

How to: Submit a Maintenance/Custodial Work Order

1. Go to www.elginisd.net > Staff > **Work Order (Maintenance) School Dude**
2. Enter **Organization Account Number** and click **SUBMIT ORGANIZATION**
Call (512) 281-9760 for the account number
3. Enter your **email address** and click **SUBMIT**
4. Select your **Location** (campus/department)
5. Type in your **Area / Room Number**
6. Select the **Problem Type**
 - Example: Air Conditioning, Custodial, Delivery (includes copier paper), Lighting, etc.
7. Type in a **description** of your problem or request
 - Example: AC is not cooling in Room 404 at Middle School
 - Example: Deliver 2 cases of copy paper to Teacher Workroom at EHS
8. Type in a **time frame** for the problem/request to be completed
 - Example: 11:30 am to 12:00 pm (during lunch)
9. Select "**Corrective Maintenance**" under purpose
10. Enter the **submittal password**
Call (512) 281-9760 for the submittal password
11. Click **SUBMIT**

**** Do not email your maintenance/custodial work orders to the Helpdesk. ****
**** Helpdesk is for Technology related work orders only. ****

Contact the Maintenance & Operations office for further information/assistance at (512) 281-9760.