**School Dude Instructions**

1. Log in to iNet.
2. Once logged into iNet, select Faculty & Staff from the same menu.
3. Select ‘Employee Resources.’
4. Click the “Buildings and Grounds Help” link.
5. This selection will request that you enter your email address, then send you to the SchoolDude screen, which will have your name and email pre-populated.
   a. If you are a new user, the system will ask for your name and email, and then guide you through the steps to set up your new account. This process is quick and easy. Please note that you do not have to enter a pager/mobile number, only your office phone number.
   b. You may be requested to enter the Organization Account Number, which is **2111936000**
6. Follow steps 1 – 7 on the screen to report a B&G request.
   a. Note: Step 2 has three selections – location, area and area/room number. Please be sure to complete all the information requested.
7. Step 8, submittal password, is **pvcc**
8. Select “submit”.
9. To view and track your requests, log in to School Dude and select the “My Requests” tab at the top of the page.

**A screen shot of the web page is below for your reference.**

For additional assistance, please contact:

Dennis Weir, Facilities Manager [dweir@pvcc.edu](mailto:dweir@pvcc.edu) or extension 5447

Becky Parkhill at [rparkhill@pvcc.edu](mailto:rparkhill@pvcc.edu) or extension 5208
Welcome
To submit your request complete the following form. If you have any questions please call (434)961-5447.

Step 1
Please be yourself, click here if you are not Rebecca Parkhill
Email
Rebecca
Parkhill
Email
Rebecca@pvcc.edu
Phone
Pagar
Mobile Phone

Step 2
Location
Area
Area/Room Number

Step 3
Select Problem Type:
Maintenance Help Desk: Click on the problem type below that best describes your issue.
- Capital Project
- Carpentry
- Electrical
- Equipment
- General Maintenance
- Grounds
- Painting
- Plumbing
- Heating/Ventilation/Air Conditioning
- Key and Lock
- Recycling
- Vehicle Maintenance

Step 4
Please describe your problem or request.

Step 5
Time Available for Maintenance

Step 6
Requested Completion Date
(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)

Step 7
Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8
Submital Password
Forgot Password?

Step 9
NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of status changes to your request.