

How to Create a Work Order

You can create work orders for maintenance, HVAC, custodial, grounds, pest control, and event setup through the SchoolDude work order system.

You can get to the work order system 2 ways:

1. Go to the Home tab on MyDrury and select “Facilities Schedules and Services” on the left, then “Work Order Request” on the right.

The screenshot shows the MyDrury website interface. At the top is a red header bar with the "my DRURY" logo. Below it is a navigation bar with "Home" and "Help" buttons. The main content area has a breadcrumb trail: "You are here: Home > Facility Schedules and Services". On the left, there's a sidebar titled "MyDrury" with links like "Home", "Campus Directory", "Online Payments", "Course Search", "Facility Schedules and Services" (which has a red arrow pointing to it), "Job Opportunities", "Feedback", and "Campus Conduct Hotline". Below that is a "Quick Links" section with links to "Course Search", "Email", "Community Standards for Students", and "Confidential Web Tip Form". The main content area is titled "Facility Schedules" and contains a search bar for "Course Facilities Search". To the right, there's a "Bookmarks" section with a "View all bookmarks" button, and a "Links" section containing links to "Facilities Services", "Central Supply Order Form", "Central Supply Catalog", "How to submit a work order to Facilities", and "Work Order Request" (which has a red arrow pointing to it).

OR

2. Go to www.drury.edu/facilities/ and select the “Submit A Work Order” button.

The screenshot shows the Facilities Services website. At the top is a dark header bar with the "Facilities Services" title. Below it is a sidebar with links: "Work Orders" (with a plus sign), "Room Reservations" (with a plus sign), "Projects & Policies" (with a plus sign), and "Grounds" (with a plus sign). The main content area is titled "About Facilities Services" and features a "Submit A Work Order" button. Below the button is a paragraph about Facilities Services' mission: "Facilities Services is a customer service-based department that supports Drury University's mission of a student-centered, personalized education by maintaining a physical environment conducive to quality learning. We're committed to providing a supportive, comfortable, and sustainable environment for students, staff, faculty, and guests." At the bottom, there's a note: "If you have a Facilities-related question or concern, please feel free to contact us."

Either of these methods will take you to the SchoolDude login screen.

Once you reach the login screen, you will sign in using your Drury email and SchoolDude password.



Drury University Facilities Services
Got a problem? [Email us](#)

Current SchoolDude User? Login Here!

Email Password Sign In

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▾

If you have never created a SchoolDude account or placed a work order, you will need to select “Never Submitted a SchoolDude Request? Register Here!” and fill out the form to register using your Drury email address and a password of your choosing. **NOTE: This password is not tied to your MyDrury account.**

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.

Once you register, you will have to submit a work order to finalize your registration. **If you leave without submitting a work order, you will have to create your account again.**

If you try to register and get an error message that says “The email indicated is already registered. Please log in with email and password.” it is possible that the Facilities office has previously placed a work order under your name and email address (usually because you have called or emailed us). You can select “Forgot Password?” to reset your password.

After you log in, you will be taken to the Work Request form.

Work Request

Facilities Services Work Order Requests

YOU WILL BE ASKED FOR A PASSWORD IN ORDER TO SUBMIT THE WORK ORDER AND THAT PASSWORD IS "panthers".

Step 1 Please be yourself, click [here](#) if you are not Facilities Services

First Name <input type="text" value="Facilities"/>	Last Name <input type="text" value="Services"/>	Email <input type="text" value="facilities@drury.edu"/>
Phone <input type="text" value="873-7219"/>	Pager <input type="text"/>	Mobile Phone <input type="text"/>

Step 2 Location
  

Building If there is no building to choose, please contact your administrator.
  

Area
 Area/Room Number

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.

 Appliance Repair	 Carpentry	 Ceilings	 Custodial
 Doors and Hardware	 Electrical	 Elevators	 Event Setup
 Fire Alarm System	 Flooring	 Furniture Repair	 Grounds
 Heating/Ventilation /Air Conditioning	 Ice Machine Service	 Inspections	 Key and Lock
 Lighting	 Mechanical	 Miscellaneous	 Moving
 Painting	 Pest Control	 Plumbing	 Shades/Blinds
 Sidewalk/Walkway	 Smoke Detector	 Washer/Dryer	 Water Leaks
 Welding	 Windows		

Step 4 Please describe your problem or request.
 

Fill out as many fields in the work order as you can:

1. Make sure your contact information is correct.
2. Fill out your location with as much detail as possible. You must select both a Location and a Building, even if they are the same. The buildings in a location will automatically become available once you select that location.
3. Select the problem type (pest control, lighting, appliance repair, etc.)
4. Describe the problem with as much detail as possible.
5. You will be required to enter a submittal password. **That password is “panthers” for everyone on campus.**

Once your work order has been submitted, you will be taken to a screen that shows all your current and past work orders. You can view the status of the work order and any actions taken. You can also view this page by selecting the “My Requests” tab.

You will get an email when your work order is received and another email when your work order is completed. You can sign up for additional emails or change your contact information under the “Settings” tab.

If you have an emergency work order, like an active water leak or overflowing toilet, please contact the Facilities office at 873-7219. If you have an emergency after hours, please contact Security at 873-7400.

If you need to make any changes to your work order or update it with new information, please contact the Facilities office.

My Maint Requests				
Your request has been successfully submitted. 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: <input type="text"/> GO Show All				
1 - 10 of total 316 listed				
			Action Taken Request Date Type	Complete Date
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Location			
<input checked="" type="checkbox"/> WOID	<input checked="" type="checkbox"/> Building			
<input checked="" type="checkbox"/> Area	<input checked="" type="checkbox"/> Description			
<input checked="" type="checkbox"/> Area Number				
Closed Work Orders 53403 Restroom (Women)	Facilities Services Please tighten the toilet seat in the women's restroom. Thanks!		Secured seat 4/17/2019 Plumbing	4/18/2019 12:06:47 PM
Closed Work Orders 53854 Front Office	Facilities Services The lock on the front office door is sticking.		Test work order closed 5/14/2019 Key and Lock	5/14/2019

Questions? Contact Facilities at 873-7219 or facilities@drury.edu.