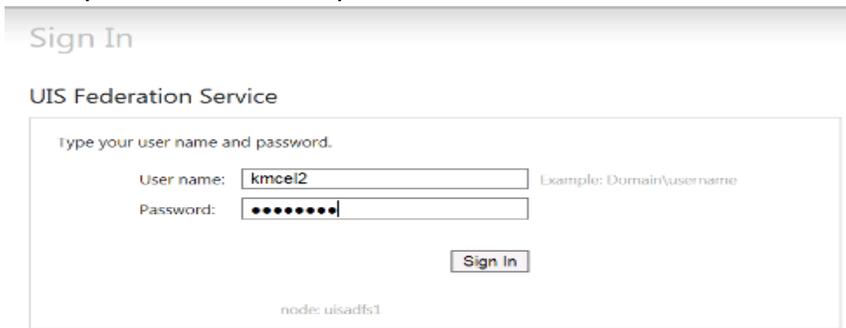


Generating a New Work Order:

Not all items inside your residency will be handled by one person during a single visit. Plumbers do not handle electrical work and carpenters do not handle plumbing issues. Please submit individual work orders for each maintenance request you may have.

1. Go to <http://go.uis.edu/schooldude>
2. Enter your UIS NetID and password

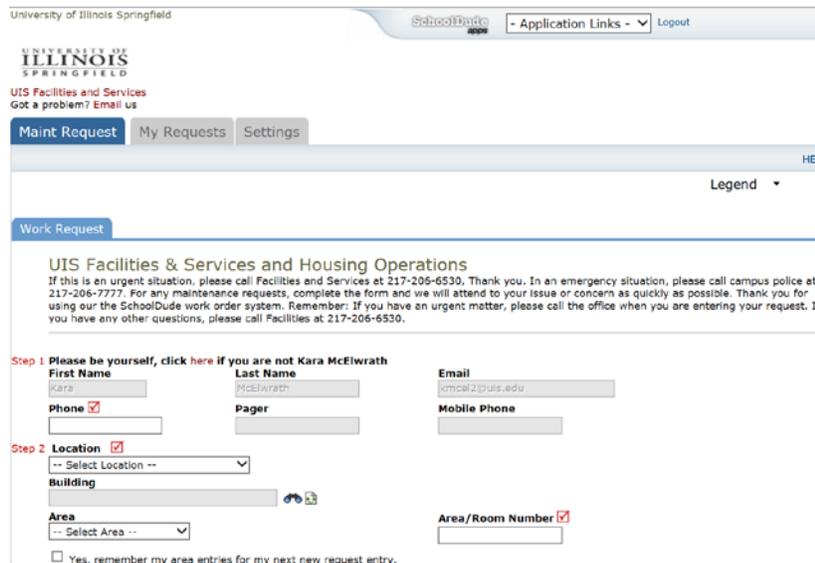


The image shows a 'Sign In' form for the UIS Federation Service. It has a title 'UIS Federation Service' and a subtitle 'Type your user name and password.'. There are two input fields: 'User name:' with the value 'kmce12' and an example 'Example: Domain\user name', and 'Password:' with a masked password '••••••••'. A 'Sign In' button is located below the password field. At the bottom, it says 'node: uisadfs1'.

3. Complete the request form (red checkmarks indicate a required field)

Step 1 Enter your Personal Information in the provided fields

- a. First Name
- b. Last Name
- c. Email
- d. Phone Number



The image shows a 'Work Request' form from the University of Illinois Springfield. The header includes the university logo and navigation links like 'SchoolDude app', 'Application Links', and 'Logout'. The form is titled 'UIS Facilities & Services and Housing Operations' and includes a legend. The main content area is titled 'Work Request' and contains instructions: 'UIS Facilities & Services and Housing Operations. If this is an urgent situation, please call Facilities and Services at 217-206-6530. Thank you. In an emergency situation, please call campus police at 217-206-7777. For any maintenance requests, complete the form and we will attend to your issue or concern as quickly as possible. Thank you for using our the SchoolDude work order system. Remember: If you have an urgent matter, please call the office when you are entering your request. If you have any other questions, please call Facilities at 217-206-6530.'

Step 1 Please be yourself, click here if you are not Kara McElwrath

First Name Kara	Last Name McElwrath	Email kmce12@uis.edu
Phone <input checked="" type="checkbox"/>	Pager	Mobile Phone

Step 2

Location
-- Select Location --
Building
[Input field]

Area
-- Select Area --

Area/Room Number
[Input field]

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

Step 2 Enter the location information in the provided fields

- Select your location: i.e. Bluebell, Larkspur, Clover etc.
- Click on the binoculars icon next to the word Building and select your room/apartment/townhouse number. i.e. Bluebell 141/Founders 127.
- Area: Use the dropdown menu to select the area the problem is located in. i.e. Bedroom/Bathroom/Kitchen, etc.
- In the Area/Room Number Box type the specific room
 - For Bedroom, type in your bedroom letter: A,B,C,D for residence halls use the letter A
 - For bathroom, type the corresponding number for your bathroom
 - Townhomes: Downstairs 1/Upstairs 2
 - Apartments: Nearest A/B bedrooms 1; Nearest the C/D bedrooms 2
 - Residents Halls: 1
 - For all other spaces including residence hall rooms type in NA

Step 2 **Location**

-- Select Location --

Building



Area

-- Select Area --

Area/Room Number

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

Step 3 **Select Problem Type:**

Maintenance Help Desk:

[Click here for Maintenance Emergency Contacts](#)
Click on the problem type below that best describes your issue.

-- Select Craft --

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Campus Police Department	217-206-7777
Nights & Weekends -Cell Campus Police	217-206-6690

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

Step 3 Select the problem type that best describes the issue

- a. Using the drop down menu select General Maintenance

Step 4 Please describe your problem or request

- a. Using the text box describe the problem or maintenance concern
- b. When you submit a work order, simply describe the problem as accurately as possible. It is important you provide accurate details so facilities staff will know how to respond. Some examples of how to describe a problem are listed below:

“Commode in upstairs bathroom is not flushing when you use the handle. Handle appears to be broken.”

“Front door deadbolt lock is not working properly. I cannot lock the door from the outside.”

“Kitchen light above the stove appears to be burnt out”

Step 5 Time Available

- a. Maintenance Staff are available on campus between 8:30AM-4:00PM. Submitting a time available does not guarantee staff will be in your unit to complete work during that time.

Step 6 Requested Completion Date

- a. Work Orders are prioritized based on the urgency of the situation. Some items will require a greater amount of attention, thus taking more time. Submitting a completion date does not guarantee staff will be able to accommodate your completion date request.

Step 7 Attachment

- a. You may submit a photo of the damage if you wish to do so

Step 8 Click the ‘Submit’ button

Step 2 Location

-- Select Location --

Building

Area

-- Select Area --

Area/Room Number

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

Step 3 Select Problem Type:

 Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

-- Select Craft --

Maintenance Emergency

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