

## Plymouth State University Quick Step Guide for Requesters

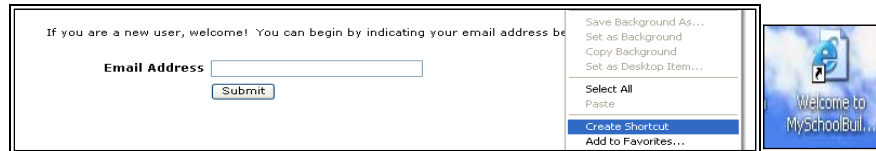
- Access to all customer work requests will be through “my.plmouth” site. Students will access the system using the “Services” tab in “my.plymouth” site. This link is located under the heading of “School Services” (Student Work Order for Physical Plant).



- Staff will continue to follow their department’s guidelines for entering work requests. For those who do enter requests for their department, they will now access the system through the “my.plymouth” site under the “Services” tab. The link is located under the heading “Faculty/Staff Resources” (Work Order Form).



- Enter your email and click the **Submit** button to access the system. If prompted to enter your first and last name, do so.



If you are a new user, welcome! You can begin by indicating your email address by

Email Address

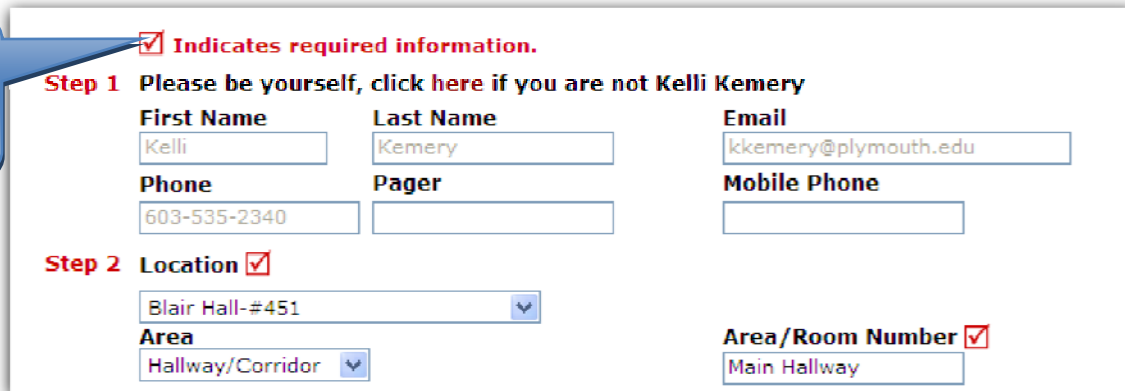
Save Background As...  
Set as Background  
Copy Background  
Set as Desktop Item...  
Select All  
Paste  
Create Shortcut  
Add to Favorites...

Welcome to MySchoolBul...

**Step 1 :** This will be filled in with your information from the email address you entered at the sign in screen.

**Step 2:** Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for the **Area** field. Also be sure to **type** in your Area description or Room #.

The red check boxes are required fields...



Indicates required information.

**Step 1** Please be yourself, click here if you are not Kelli Kemery

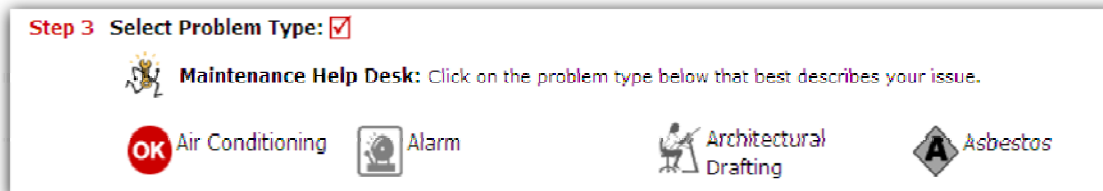
<b>First Name</b> <input type="text" value="Kelli"/>	<b>Last Name</b> <input type="text" value="Kemery"/>	<b>Email</b> <input type="text" value="kkemery@plymouth.edu"/>
<b>Phone</b> <input type="text" value="603-535-2340"/>	<b>Pager</b> <input type="text"/>	<b>Mobile Phone</b> <input type="text"/>

**Step 2** **Location**


**Area**

**Area/Room Number**

**Step 3:** Select the icon that best describes your problem and click on it.

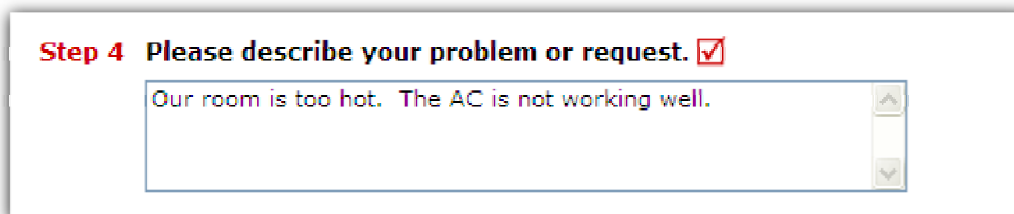


**Step 3** Select Problem Type:

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

Air Conditioning     Alarm     Architectural Drafting     Asbestos

**Step 4:** Type in your description of the problem

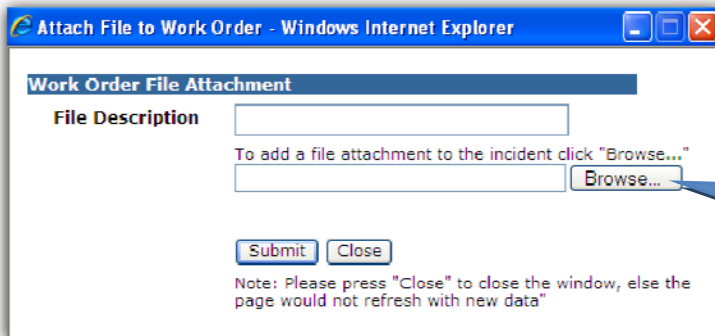


**Step 4** Please describe your problem or request.

**Step 5:** File Attachments. You can attach a file attachment to your request up to a 3MB files size to provide additional information about your problem or issue. (*This is just like attaching a document to an email.*)

**Step 5 Attachment**

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



Browse through your PC to locate the document/file you want to attach...

**Step 6:** Type in the submittal password of: **panthers**

**Step 6 Submittal Password** 

••••••••

[Forgot Password?](#)

**Step 7:** Click submit

**Step 7**

After you click submit, the screen will refresh and go to the *My Request* Tab.



Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note 11/18/2004	11/19/2004
General Maintenance	3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.		

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next the to status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Work Request** Tab to input a new request.

**If you have any further questions, or need additional assistance,  
please do not hesitate to contact us!**

**Client Service Center**  
**SchoolDude.com**  
**1-877-883-8337**  
[support@schooldude.com](mailto:support@schooldude.com)