

SchoolDudeapps

How to create a work order ticket using SchoolDude

Step #1:

Go to: www.login.schooldude.com and Click on "reset password". Type in your email address, then Click on "Reset Password". An e-mail will be sent to you with a link to enter a new password. Now that you have changed your password - Go back in to <https://login.schooldude.com/> and sign in. (This link is also available under the Employee tab of the district website – www.newportwildcats.org.)

SchoolDudeapps

Account Login

Login Name

School Email Address

Password

The password you created

Go to

Select "Help Desk"

[Forgot Login Name or Password?](#)

Step 2- Creating the Work Order- Fill out the Ticket Details and the Description. Please use as much detail as you can and let us know what you have tried on your own. If you Select the "Work Type" with a Questionnaire please answer the question. (Submittal Code: **wildcat18**) You can not enter a ticket without the Submittal Code.

Example:

Work Type-Laptop

Location- Newport Intermediate School

Submittal Code- wildcat18

Room- 123

Questionnaire- 12345

^ Ticket Details

Work Type:	<input type="text" value="Laptop"/>
Location:	<input type="text" value="Newport Intermediate School"/>
Submittal Code:	<input type="text" value="wildcat18"/>
Room:	<input type="text" value="123"/>

^ Questionnaire

What is the Asset Tag #?

Step 3- Click on "Create Ticket"