

You can now enter a Maintenance request in the same place you enter an IT Request and a Trip Direct. These directions will also help you if you are having trouble entering an IT or Maintenance Request, so please read through to the end.

Here's how:

1. Login in to your computer.

2. Go to your Chrome Browser.



3. Sign in to Classlink:



4. Click the IT, MD & Trip Direct icon in Classlink.



5. Sign in with your email and password.

- **If you have not entered an IT or Trip Direct**, you may need to sign up as a new requester. On the sign in screen above, you will see a **Register Here link**. You will need a code. It is 289246892.
- **If you tried to register before but never put in a Request, it may call you an invalid user**, so you will have to Register again, and go on and enter a Request before the process is complete.
- **If you don't remember the IT, MD & Trip Request password** you set up at the beginning of this year, you can click the **Forgot Password link** on the sign in screen.

The image shows a screenshot of the SchoolDude login form. It has a title "Current SchoolDude User? Login Here!". Below the title are two input fields: "Email" with the value "starp@mtnbrook.k12.ai.us" and "Password". To the right of the Password field is a "Sign In" button. Below the input fields is a link "Forgot Password?". At the bottom of the form is a link "Never Submitted a SchoolDude Request? Register Here!" with a downward arrow icon.

6. Once you are signed in, look at the tabs across the top. Make sure you are on the correct tab.



You will know you are on the correct tab based on the problem types that appear. If you see Ceiling Tiles, Alarm, Electrical, you are in Maint Request. If you see Desktops, Document Camera, Projector, you are in IT Request. If you see items related to a trip, you are in Trip Request.

7. When you have finished entering your Request, the **submittal password is mtnbrook**.