



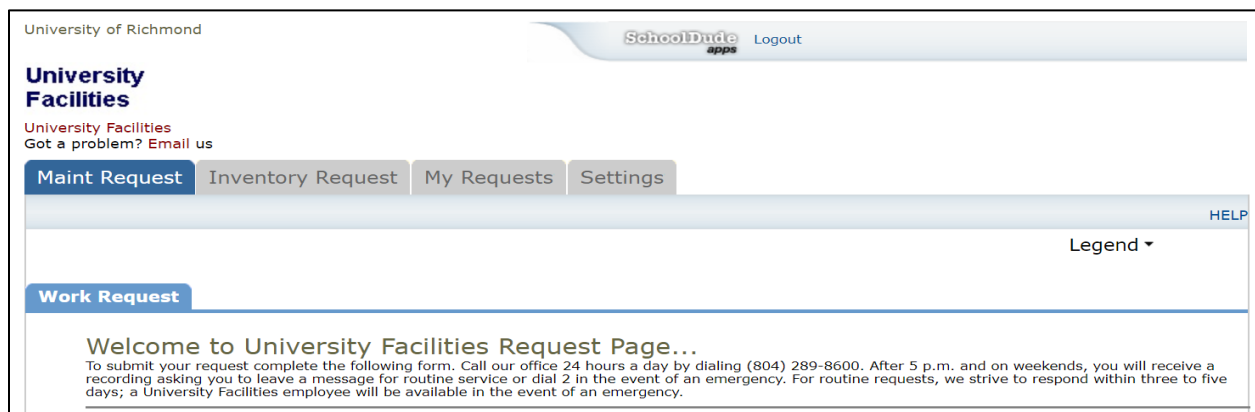
SchoolDude Instructions

Logging into SchoolDude

- Click the Work Request button on the [Maintenance webpage](#) and enter your log-in credentials.
- If you have not submitted a work request before, follow the steps to set up your SchoolDude account.

Submitting a Work Request

- Once logged in, you will arrive on the work request page. Enter the information as it pertains to your request.
- The submittal password for Step 6 is spiders.
- Once you have submitted a work request, any future work requests you fill out will not require step 2 and step 3.



University of Richmond

SchoolDude apps Logout

University Facilities
University Facilities
Got a problem? Email us

Maint Request Inventory Request My Requests Settings

HELP

Legend ▾

Work Request

Welcome to University Facilities Request Page...
To submit your request complete the following form. Call our office 24 hours a day by dialing (804) 289-8600. After 5 p.m. and on weekends, you will receive a recording asking you to leave a message for routine service or dial 2 in the event of an emergency. For routine requests, we strive to respond within three to five days; a University Facilities employee will be available in the event of an emergency.

Viewing the Status of Your Request

- The Status of your request can be viewed on the My Requests tab at the top of the page.
- For routine requests, we strive to respond within three to five days.