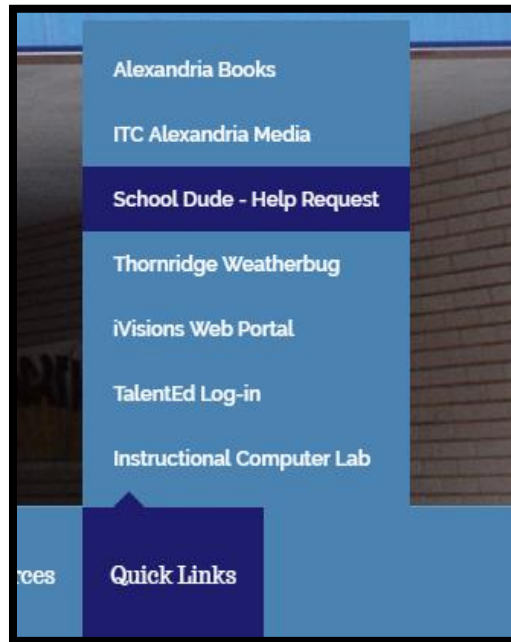
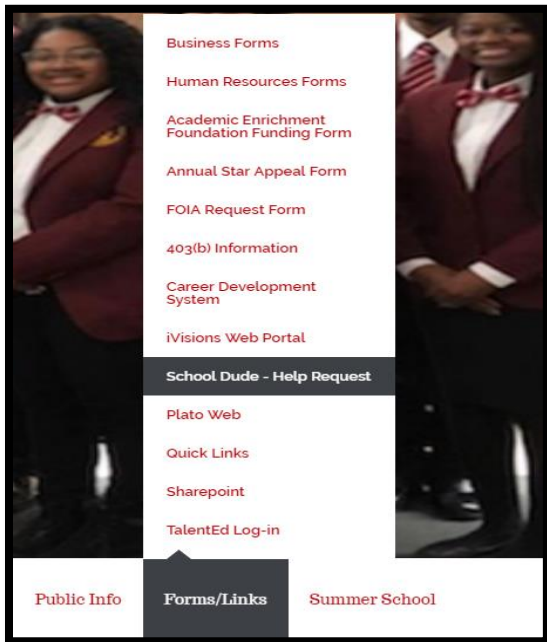
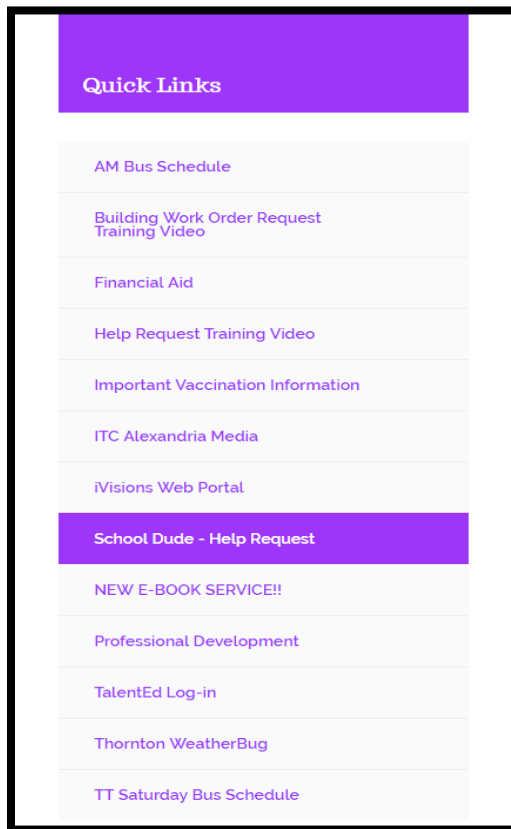
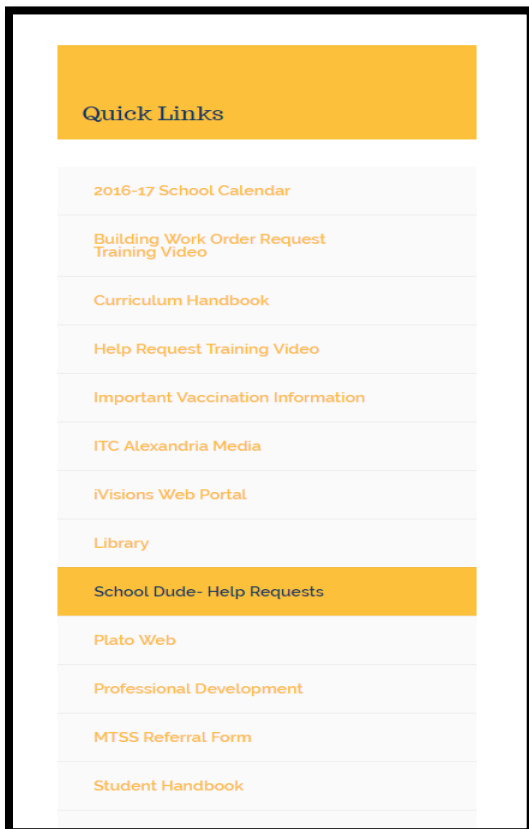


Accessing SchoolDude

- 1.) Go to the district website, www.district205.net You can also go to your respective school's webpage and find the link to SchoolDude.



For TT & TW website, scroll down a bit more and you will see a column labeled Quick Links.



- 2.) After clicking on the link, it will take you to the SchoolDude website designed for the District 205. (Note the school logos in the top left.) From there you can login to the account or create an account.

Welcome to MySchoolBu... x

Secure | https://login.myschoolbuilding.com/msb?acctNum=1814106112

Thornton Twp Hsd 205

Thornton Twp Hsd 205

Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▾

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When Creating a new account, you must use you District email. Using any other email will cause issues. Be sure to remember your password. If you forgot your password, there is a “Forgot Password” option. A reset link will be sent to your district email.

Never Submitted a SchoolDude Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

- 3.) After logging into the system, notice the tabs under the school logos. There are two tabs for creating a Maintenance request, and another one to create an IT request. My request has all the tickets that you have submitted. The Settings tabs has some basic settings. When filling out a ticket, please fill out all the boxes in every step. The more information we have the better.

Thornton Twp Hsd 205

SchoolDude apps - Application Links - Logout

Thornton Twp Hsd 205

Maint Request IT Request My Requests Settings

Click for IT Request

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP Legend

Maintenance Request

Welcome District 205 Maintenance Requests
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click here if you are not Noel Zambrano

First Name Noel Last Name Zambrano Email zambrano.noel@district205.net

Phone Payer Mobile Phone

Step 2 Location

-- Select Location --

Building If there is no building to choose, please contact your administrator.

-- Select Building --

Area Area/Room Number

-- Select Area --

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.

Custodial Delivery Doors and Hardware Electrical

Fire Protection Grounds Health/Safety Heating/Ventilation /Air Conditioning

Key and Lock Lighting Miscellaneous Painting

4.) On step 3 of the ticket, the problems are categorized by icons. Identify the problem as closely as possible. If you have multiple issues, you must create another ticket for it. DO NOT place all the problems under one ticket.

IT Request

IT Request Form

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click [here](#) if you are not Noel Zambrano

First Name <input type="text" value="Noel"/>	Last Name <input type="text" value="Zambrano"/>	Email <input type="text" value="zambrano.noel@district205.net"/>
Phone <input type="text"/>	Pager <input type="text"/>	Mobile Phone <input type="text"/>

Step 2 **Location**

Building If there is no building to choose, please contact your administrator.

Area

Area/Room Number

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

Step 3 **Select Problem Type:**

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

Accounts	Adware	Audio / Visual	AV Equipment
CD Drive	Computer Monitor	Copier	CPU / Computer
Desktop/Workstation	Email	Equipment Checkout	Equipment Moving
Event Setup	Internet Connection	Internet Filter	Laptop
Learning Management System	Network Connectivity	New Equipment Request	Password
Printers	Security/Login	Server	Smart Board
Software Application	Student Database	Telephone Services	Web Site

Step 4 Please describe your problem or request.













5.) On step 4 of the request, please describe as best you can the issue you are having. This gives us a better idea as to how to address the issue. Simply stating that the that you're having issues does not help. Giving us more details about the problem allows us to plan a resolution.

On step 5, you don't need to put in a tag number.

On step 6, you can upload a picture or screenshot. Again, any information is helpful.

Step 7 - The Submittal Password is **sd205**.

Internet Connection

 Learning Management System	 Network Connectivity	 New Equipment Request	 Password
 Printers	 Security/Login	 Server	 Smart Board
 Software Application	 Student Database	 Telephone Services	 Web Site

Step 4 Please describe your problem or request.

Step 5 Tag Number

Step 6 Attachment

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

Step 7 Submittal Password

[Forgot Password?](#)

Step 8

Your new requests are automatically shown as approved by you on submit.

NOTE: You will receive the following notifications.

- You will be notified receipt of your request.
- You will be notified if this request is declined.
- You will be notified if this request is duplicated.
- You will be notified if this request is closed.

Legend

Required Information