

New Password required for existing SchoolDude Requesters

In order to provide more security, your "Requester" role now requires an individual password to log into MySchoolBuilding and submit requests.

- This individual password is in addition to the Submittal Password-(dsurequest) used to submit requests.
- If you have previously submitted work order requests in the past, you **DO NOT** need to register.

Please do the following in order to receive your individual password:

1. Click on this link:
<https://login.myschoolbuilding.com/msb>
2. Select **Forgot Password** at the top of the page.
3. Enter your email address and select **Submit**.
4. The screen will now say "Your email is on the way! Check your email for instructions on how to reset your password." (The email could go to your spam folder so if you don't see it, check there.)
5. Open that email and click on the link it provides. Enter a password, confirm the password and select **Reset Password**.
6. Go back to your original screen and enter your email address and your password and select **Sign In**.

Delaware State University
Delaware State University
Delaware State University
Got a problem? Email us

Current User? Login Here!

Email Password

[Forgot Password?](#)

7. It will now take you to the "Work Request" screen and you can begin to enter your request the same way you did before.

Work Request

Welcome to Delaware State University
Thank you for submitting your online request to Delaware State University, Facilities Department . Please complete the following form entirely to ensure prompt attention. Unless an emergency please allow up to 24-48 hour for schedule start date.

Step 1 Please be yourself, click here if you are not Tara LaGrassa

First Name Last Name
Phone Pager
Email
Mobile Phone

Step 2 Location
-- Select Location --
Area
-- 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.

Capital Project	Carpentry	Contractor	Custodial
Electrical	Elevators	Event Setup	Fire Alarm System
General Craftsman	General Maintenance	Grounds	Heating/Ventilation /Air Conditioning
Housekeeping	Key and Lock	Kitchen Repair	Landscaping
Painting	Pest Control	Plumbing	Risk Management
Roof			

Maintenance Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Corrin Young	302-857-6230/6231

Step 4 Please describe your problem or request.

Step 5 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 6 Submittal Password
 [Forgot Password?](#)

Step 7