

Maintenance and Facility Request Instructions (MSD Staff)

Filling out your first request for maintenance or facilities is as easy as 1, 2, 3, 4.

- 1) Click the link at the bottom of this page and it will bring you to the login page.
- 2) New users should click the arrow to expand the registration form and fill it out.

McFarland Schools
McFARLAND BUILDINGS AND GROUNDS
McFarland School District
Got a problem? [Email us](#)

Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! 

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 you click register you will be brought to your “My School Building” home page. Here you can submit a maintenance request, schedule request, or IT Request (Help Desk) ticket. You can also view your requests.

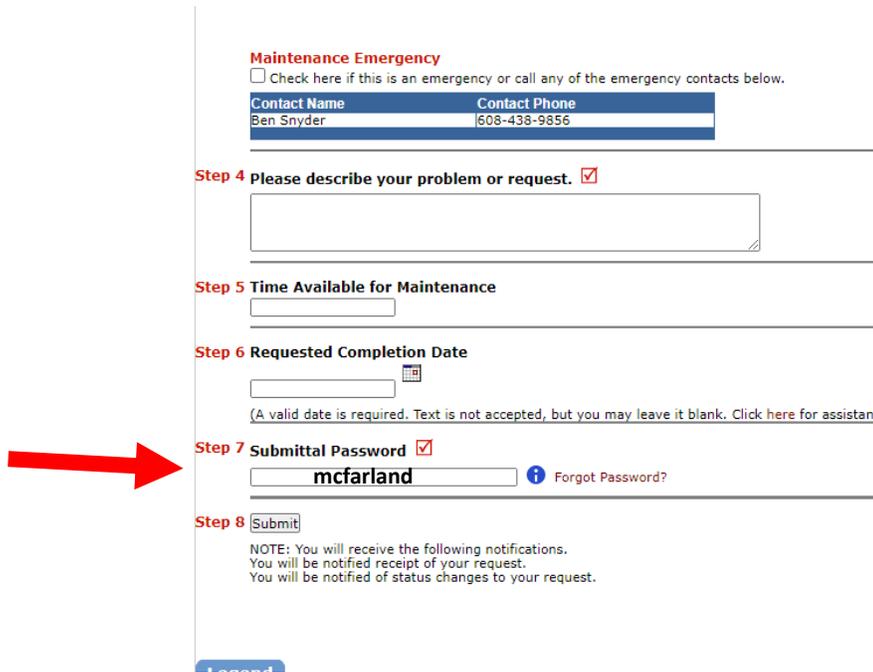
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Maintenance Request

Welcome to the McFarland Maintenance & Facility Request Page
To submit your Maintenance request complete the following form. To submit a Facility request please click on the 'Schedule questions please call 838-4573.

- 4) To complete a Maintenance OR Schedule request fill out the form and enter the submittal password which is: mcfarland.



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

Contact Name	Contact Phone
Ben Snyder	608-438-9856

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here for assistance](#))

Step 7 Submittal Password

mcfarland

[Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of status changes to your request.

[Logout](#)

[Click Here](#) to login and get started.

A few notes about the requests:

Maintenance Requests

- Needed anytime you require assistance from Building and Grounds.
- The status of the request will be updated periodically, and you will receive an email notification when that happens.

Schedule Requests

- Needed anytime the facilities are being used outside of normal education hours.
- Please title your event with a title that helps identify the group that is using the facility.
- Please use the description box to tell us a little more about the event.
- Please be sure to specify any service requirements in the service requirement fields.