

Instructions for Maintenance Requests

The McFarland School District uses an on-line system for maintenance requests (work order). Use this system for requests such as repairs, moving heavy items, problems with heating or air conditioning, event set-up, etc.

- 1) From the **District** tab on the McFarland School District website (www.mcfarland.k12.wi.us), go to the **Staff Area** and click on Maintenance & Facility Requests from the drop-down menu. Select Maintenance Request Log-in



Existing Requesters: (e.g., have previously submitted work orders or scheduled events, etc.)

Type in your email address and your custom password, then click on sign in. You will have to enter your custom password each time you make a Maintenance Request.

You will also be prompted to enter the submittal password: mcfarland.

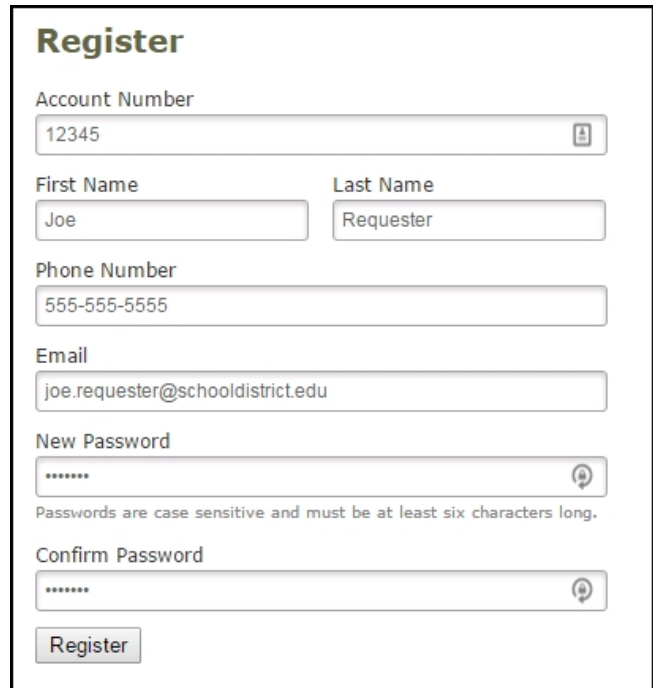
A screenshot of a login form. It features two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Sign In' button. Below the 'Password' field is a red link that says 'Forgot Password?'. The entire form is enclosed in a black rectangular border.

Having trouble as an existing user? Try clearing your cookies, or

1. Select **Forgot Password** at the top of the page.
2. Enter your email address and select **Submit**.
3. 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.)
4. Open that email and click on the link it provides. Enter a password, confirm the password and select **Reset Password**.
5. Go back to your original screen and enter your email address and your password and select **Sign In**.
6. It will now take you to the screen you are accustomed to seeing and you may enter new requests in the same manner as always.

New Requesters (e.g., have never submitted an online request) will have the ability to register and will become an official user after their first submission of a Maintenance or Facility Request, etc.

- Enter your First and Last Name, as well as your Phone Number and Email Address
- Type the Password you would like to use to log into Maintenance & Facility Requests
Please use your network log-in
- Click Register



Register

Account Number
12345

First Name: Joe Last Name: Requester

Phone Number
555-555-5555

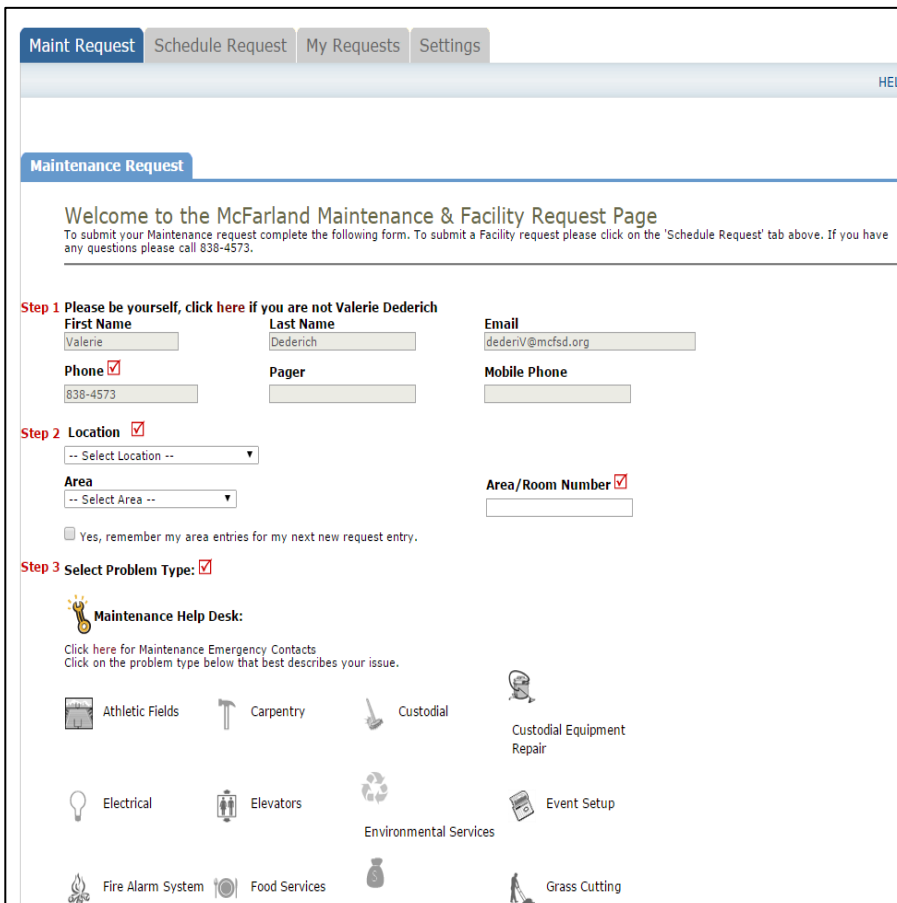
Email
joe.requester@schooldistrict.edu

New Password

Confirm Password

Register

2) You should get the screen shown below. Complete the information. You will then need to enter the password: **mcfarland** and click submit



Maint Request | Schedule Request | My Requests | Settings

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 Request' tab above. If you have any questions please call 838-4573.

Step 1 Please be yourself, click here if you are not Valerie Dederich

First Name: Valerie Last Name: Dederich Email: dederiV@mcfsd.org

Phone: 838-4573 Pager: Mobile Phone:

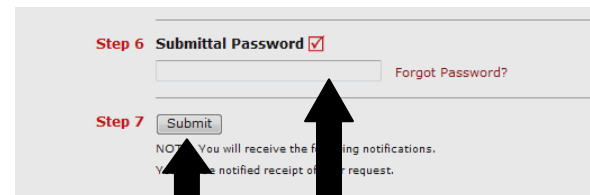
Step 2 Location

Area: -- Select Area -- Area/Room Number:

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.

- Athletic Fields
- Carpentry
- Custodial
- Custodial Equipment Repair
- Electrical
- Elevators
- Environmental Services
- Event Setup
- Fire Alarm System
- Food Services
- Grass Cutting



Step 6 Submittal Password

Forgot Password?

Step 7

NO: You will receive the following notifications.
YES: You will be notified receipt of your request.

Enter password: **mcfarland**
and click on **submit**