Submitting a Maintenance Request via the Nest:

Step 1: Log on to the Nest using your SJU email account and password.
Step 2: Click on the “School Services” Tab on the Nest home page.
Step 3: Click on “Access School Dude” on the bottom right corner of the School Services page.
Step 4: Log in to School Dude using your SJU email address and password. **First time users will be prompted to create a unique password. Follow the directions under the “Register Here” link to create your account. See below for further details...

NEW USERS: Click on the up arrow on the log in screen and then click “Register Here!” Fill out all information (acct # auto-populates) and click Register. This is a one-time registration. Once registered, you’ll be able to submit work orders using these credentials for the remainder of your time at SJU. The password to access School Dude can be the same as your Nest password if you’d like.

Never Submitted a Request? Register Here!

Account Number
48909993

First Name       Last Name
Jane             Doe

Phone Number
999-999-9999

Email
janedoe@sju.edu

New Password
******

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

Confirm Password
******

Register

NOTE: Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted.
Once you are logged in, the maintenance request form will populate on the screen:

Step 2 Location ✔
   -- Select Location -- ▼

Building
   -- Select Building -- ▼

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.
   -- Select Craft -- ▼

**Maintenance Emergency**

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Maintenance Office</td>
<td>610-660-3000</td>
</tr>
</tbody>
</table>
| Security (After Hours)       | 610-660-1111       

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 Submit

Once you have the work order form pulled up, fill out all information. Please make sure to include the building name and area/room number in your request. **In Step 6, use the submittal password of fixit** to submit your request.