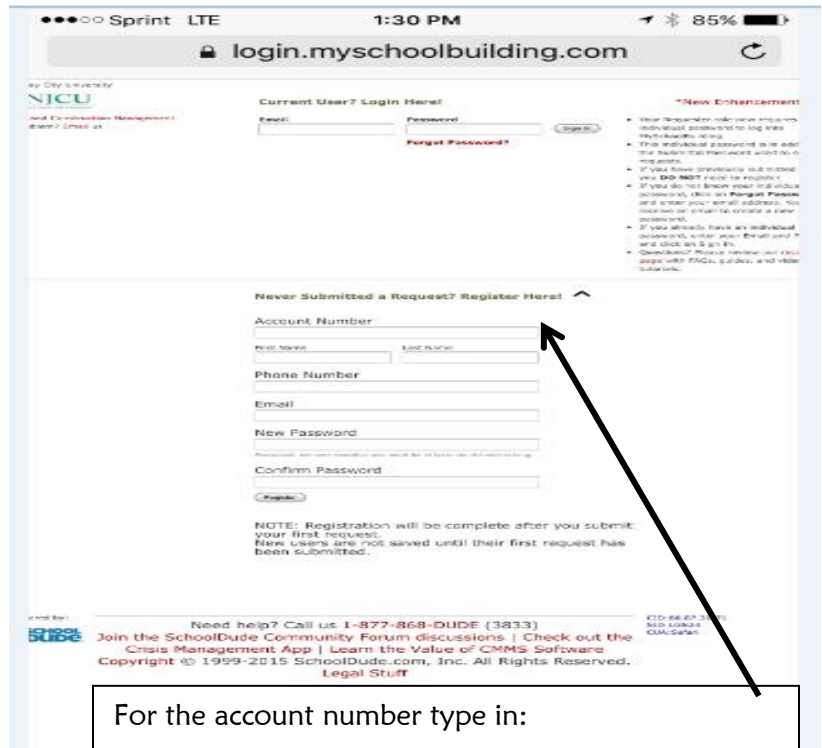
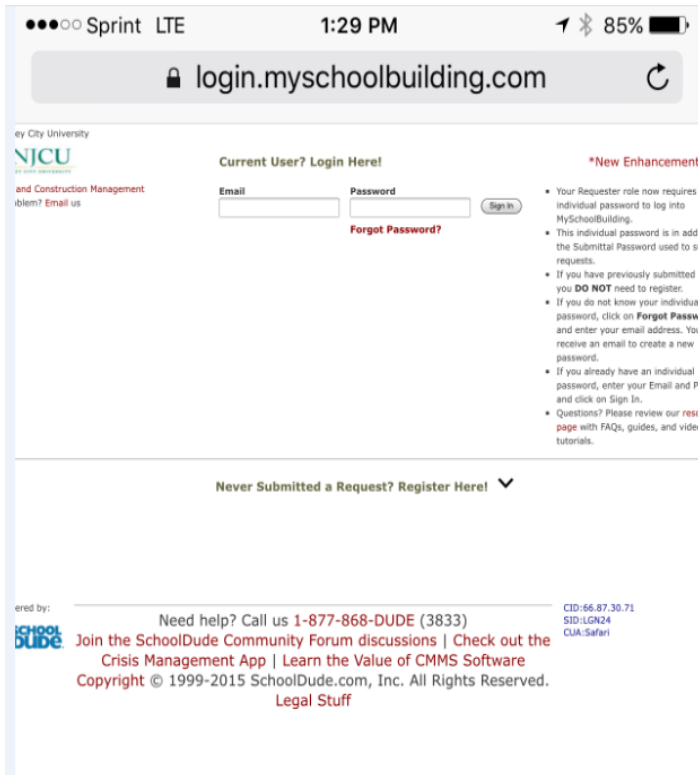


I. Work Order Submissions

- a. **School Dude:** This is the preferred method for you to submit a request. Here you are able to include information for what times you are available for someone to look at your issues and you are able to work with facilities and submit pictures of what the issue might be. If you have not submitted a request before please look to the right hand side of the screen and it will guide you through the steps for how to register.

<https://login.myschoolbuilding.com/msb>

Work order submittal password (not the Individual's password): **njcufcm**



For the account number type in:

39389156

Please use an NJCU e-mail address!

Create your own password

- a. Once you have registered you may begin to submit work orders!
- b. **EMERGENCIES:** For any emergency please call 201.200.3128. Emergencies are classified for things like flooding, safety concerns or other issue that needs to be addressed immediately
- c. Choose from the categories according to the work order you need to submit.
- d. Make sure to input a phone number you can be reached at.
- e. You may attach an image of the work order. Make sure to input your password at the end and submit.
- f. Please be specific and clear about what your issues are as you document them for Facilities.