

# Environmental Services

Information related to the Environmental Services department including work orders for custodial, maintenance, grounds, etc.

- [Work Orders](#)

# Work Orders

You can submit work orders for Environmental Services online.

Due to some changes rolled out by SchoolDude, submitting work orders now requires an account. If you have any issues, **please contact Environmental Services**.

## You Know Your Account Information

If you know your account information with SchoolDude, follow the instructions below.

1. Visit <https://login.myschoolbuilding.com/msb>
2. Enter your  (should be your MLC email account) and  (this is specific to SchoolDude)
3. Click *Sign In*
4. Fill out the resulting form with as much as information as you can (pay careful attention to what is required information)
5. Enter  as the *Submittal Password*
6. Click

## You Do Not Know Your Password

If you have submitted a request in the past, but do not know what your password is, follow these instructions.

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

2. Click on *Forgot Password?*
3. Enter your MLC email address in the resulting popup window and click Submit
4. Check your MLC email account for an email *SchoolDude Message Center*
5. Click on the link in the email and enter a new password (and confirm it) on the resulting page
6. Taking note of your new password, again visit <https://login.myschoolbuilding.com/msb>
7. Enter your  (should be your MLC email account) and  (this is specific to SchoolDude)
8. Click *Sign In*
9. Fill out the resulting form with as much as information as you can (pay careful attention to what is required information)
10. Enter  as the *Submittal Password*
11. Click

## You Do Not Have An Account

If you have not submitted a work order in the past, then you will need to create an account.

1. Visit <https://login.myschoolbuilding.com/msb>
2. Fill out the Register form on the page
3. Enter  as the *Account Number*
4. Use your MLC email account as the *Email*
5. Click

You now have an account with SchoolDude attached to Martin Luther College's account. Follow the instructions above to fill out a work order.