Work Orders

You can submit work orders for Environmental Services online.

Submitting work orders requires an account. If you have any issues, **please contact Environmental Services**.

If You Know Your SchoolDude Account Information

1. Visit https://login.myschoolbuilding.com/msb
2. Enter your `Email` (should be your MLC email account) and `Password` (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 `password` as the *Submittal Password*
6. Click `Submit`

If You Do Not Know Your SchoolDude Password

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

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 `Email` (should be your MLC email account) and `Password` (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 `password` as the *Submittal Password*
11. Click `Submit`

If You Do Not Have a SchoolDudeAccount

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 `823884800` as the *Account Number*
4. Use your MLC email account as the *Email*
5. Click `Register`

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

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