

ZPS Requester Instructions:

- 1) Go to www.ZPS.org website, select Quick Links -> ZPS Staff Links -> Schooldude
 - Enter your full email (name@zps.org) and click Submit. If prompted, enter your name.
 - Enter all items requested that have a red check by them.
 - Follow all steps if you are a first time user
 - If asked to enter an Organization Account Number enter **966519705** (you will only have to do this on your first entry or if your computer has been upgraded)

- 2) **Maintenance Request Tab** – For Maintenance Work Orders
 - Click on the drop down arrow and highlight a Location, Area, and enter a room # for work to be done.
 - Click on the drop down arrow and highlight a Problem Type
 - Type in your description of the problem
 - Enter when you would like the work completed (type in or use calendar to choose date)
 - Type in the submittal password of: **ZPS**
 - Click: **Submit**

- 3) **Schedule Requests Tab** – For Facility Scheduling & Calendar
 - Select your schedule type: Normal, Recurring, or Irregular
 - Fill out all boxes with a check mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the “*Check Availability*” button to verify you are not double booking a room.
 - Organization - Choose one of the following from the drop down box:
 - Your school name - if you are scheduling a school activity
 - School Staff – if you are scheduling a personal event
 - Public Facility Rental – if you are scheduling an event for a public rental
 - Follow the same process to fill in the sections below with the red check marks.
 - Type in the submittal password of: **ZPS**
 - Click: **Save**

- 4) **My Request Tab** – To review your Maintenance or Facility Scheduling requests
 - Click on the My Request Tab, then either *My Schedule Requests* or *My Work Requests* for up to date information on your requests and their current status.

- 5) **Calendar** – To view the calendar of scheduled events
 - Select My Requests tab
 - Shortcut Tab > My Schedule Requests
 - Related Link > Month Calendar
 - Using drop downs, select location, building, & room, and time as desired
 - Select Month and Year
 - Click on **Refresh**
 - Click on specific event to view information

Questions? Call x-3010