

## SchoolDude Account Setup

1. Select the SchoolDude link on the district website. [www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)



2. On the next page, click to the right of "Register Here!"

**Current SchoolDude User? Login Here!**

Email  Password

[Forgot Password?](#)

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**Never Submitted a SchoolDude Request? Register Here!** 

3. Fill in the form that follows (The Account Number should already be filled in)

**Never Submitted a SchoolDude Request? Register Here!** 

Account Number

First Name  Last Name

Phone Number

Email

New Password

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

Confirm Password

NOTE: Registration will be complete after you submit your first request.  
New users are not saved until their first request has been submitted.

- On the next page, complete the request. Items marked with a red check are required. The submittal password is "tigers"

Maint Request
IT Request
Trip Request
My Requests
Settings

[ASSIGNMENT](#) | [SEARCH KNOWLEDGE BASE](#) | [HELP](#)

Legend ▾

IT Request

**Step 1** Please be yourself, click [here](#) if you are not Shelby Congdon

<b>First Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>	<b>Email</b> <input type="text"/>
<b>Phone</b> <input type="text" value="7126236620"/>	<b>Pager</b> <input type="text"/>	<b>Mobile Phone</b> <input type="text"/>

**Step 2** **Location**

**Area**  **Area/Room Number**

Yes, remember my area entries for my next new request entry.

**Step 3** **Select Problem Type:**

**Technology Help Desk:** Click on the problem type below that best describes your issue.

Academic Management System	Anti-Virus Software	Computer Monitor	Copier
CPU / Computer	Document Camera	Electronic Door/Lock Access	Email
Grades/Comments	Interactive White Board	Internet Filter	<span style="color: red; font-weight: bold;">OK</span> Laptop
Learning Management System	Library System	Network Connectivity	Printers
Projector	Scanner	Security System	Software Application
Student Email	Student Hardware	Tablet	Telephone Services
Time Clock	Training	Users	Web Site
Wireless Connection			

**Step 4** **Please describe your problem or request.**

Laptop will not power on

**Step 5** **Tag Number**

**Step 6** **Time Available for Maintenance**

**Step 7** **Attachment**  
[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

**Step 8** **Submittal Password**

Forgot Password?

**Step 9**

Your new requests are automatically shown as approved by you on submit.  
NOTE: You will receive the following notifications.  
You will be notified receipt of your request.  
You will be notified of request assignment.  
You will be notified of status changes to your request.  
You will be notified if this request is completed.  
You will be notified if this request is declined.  
You will be notified if this request is closed.

Legend

Required Information