



How to Order Copies from Print and Pub

STEPS: Entering a request is a multi-step process... your role is not finished until **ALL** items are completed.

1. Login to <http://my.ppcc.edu> and continue to the Portal.
2. Select the “**Employee**” tab

PIKES PEAK COMMUNITY COLLEGE

Dashboard Student Life **Employee** Faculty Resources Forms

Tools

Faculty Tools

- Faculty Detail Schedule
- Summary Class List
- Post Midterm Grades
- Post Final Grades/No Shows
- D2L
- Student Records
- View Advisee List

Employee Tools

- Time and Leave
- Personal Information
- Banner Self Service
- Work Tools
- Office 365
- Holiday Schedule
- Fac/Staff Email

Important Dates

- Academic Dates
- Financial Aid Deadlines
- School Holidays

Course Access

- PCC Online Campus (D2L)
- CCOnline (D2L)

3. On the left side, you will see “**Requests**”, choose “Facilities Requests (including keys)”

Requests

- Copy Center & Engraving Requests
- Facilities Requests (including keys)**
- Facilities Report Unsafe Conditions
- HR Recruiting
- Information Technology Requests
- Institutional Effectiveness Requests
- Marketing and Communications Requests
- Retention Services Early Alert Request

4. This will take you to the SchoolDude request system. If this is your first time accessing, you will need to set it up to be recognized as a user, before being able to log in.



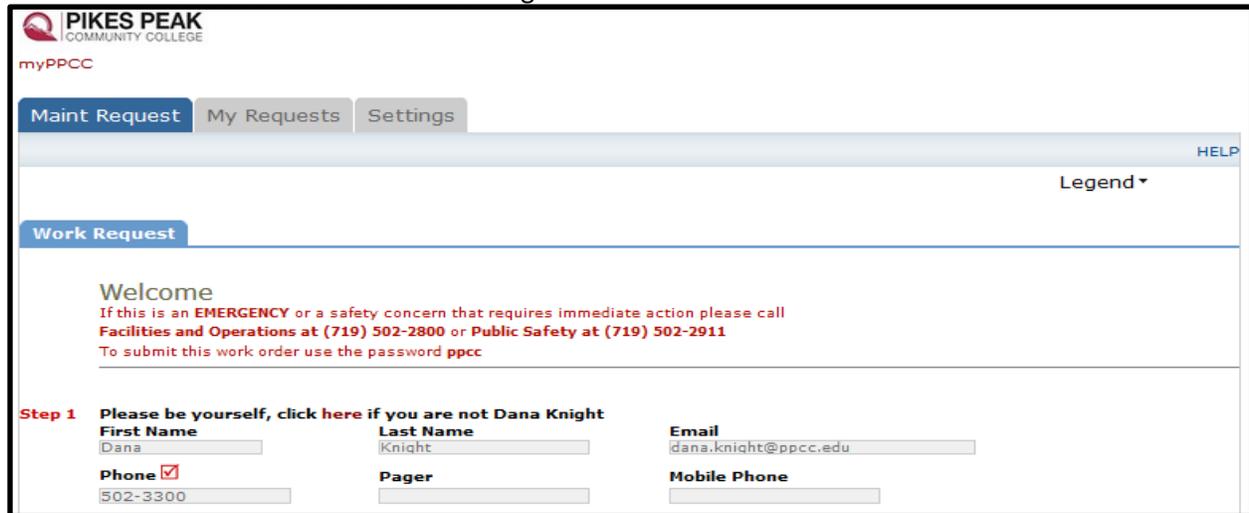
Current SchoolDude User? Login Here!

Email: @ppcc.edu Password: [masked] Sign In

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! ▼

5. This page requires all of the information for the request. Fill in all boxes, your name and contact info should be auto-filled after initial log in:



PIKES PEAK COMMUNITY COLLEGE
myPPCC

Maint Request My Requests Settings

HELP Legend ▼

Work Request

Welcome
If this is an **EMERGENCY** or a safety concern that requires immediate action please call **Facilities and Operations at (719) 502-2800** or **Public Safety at (719) 502-2911**
To submit this work order use the password **ppcc**

Step 1 Please be yourself, click here if you are not Dana Knight

| | | |
|--|----------------------------|--------------------------------------|
| First Name Dana | Last Name Knight | Email dana.knight@ppcc.edu |
| Phone <input checked="" type="checkbox"/> 502-3300 | Pager | Mobile Phone |

6. Next, fill in Location, to include Building, Area and Room Number for the specific Request:



Step 2 Location

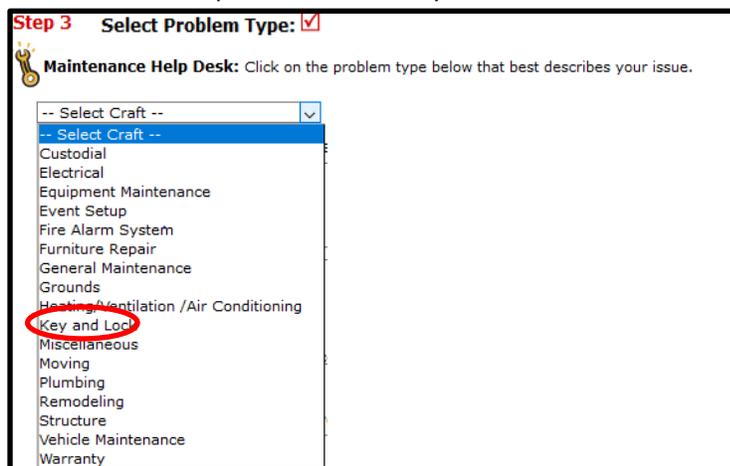
Centennial Campus

Building
Aspen

Area Classroom **Area/Room Number** A222

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

7. From the dropdown, choose Key and Lock



Step 3 Select Problem Type:

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

-- Select Craft --

- Select Craft --
- Custodial
- Electrical
- Equipment Maintenance
- Event Setup
- Fire Alarm System
- Furniture Repair
- General Maintenance
- Grounds
- Heating/Ventilation /Air Conditioning
- Key and Lock**
- Miscellaneous
- Moving
- Plumbing
- Remodeling
- Structure
- Vehicle Maintenance
- Warranty

8. Type the instructor name, S number, discipline teaching and room number

Step 4 Please describe your problem or request.

Please issue a key to John Doe S01234567, ACC instructor, for classroom A222, along with a key to the Faculty Building F300. Thanks, Dana

9. Figure out what date you would like the key done by, and choose. Allow 10 days.

Step 5 Requested Completion Date

06/01/2017 

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here for assistance in date entry.](#))

10. If you have a supporting document to attach, use the link here:

Step 6 Attachment

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

11. Double check that you are ready to submit the Request, the password is **ppcc**

Step 7 Submittal Password

●●●● [Forgot Password?](#)

12. Hit the Submit button:

Step 8

NOTE: You will receive the following notifications.

- You will be notified receipt of your request.
- You will be notified of request assignment to a technician.
- 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 marked as voided.
- You will be notified when this request has been duplicated.
- You will be notified when this request has been closed.