

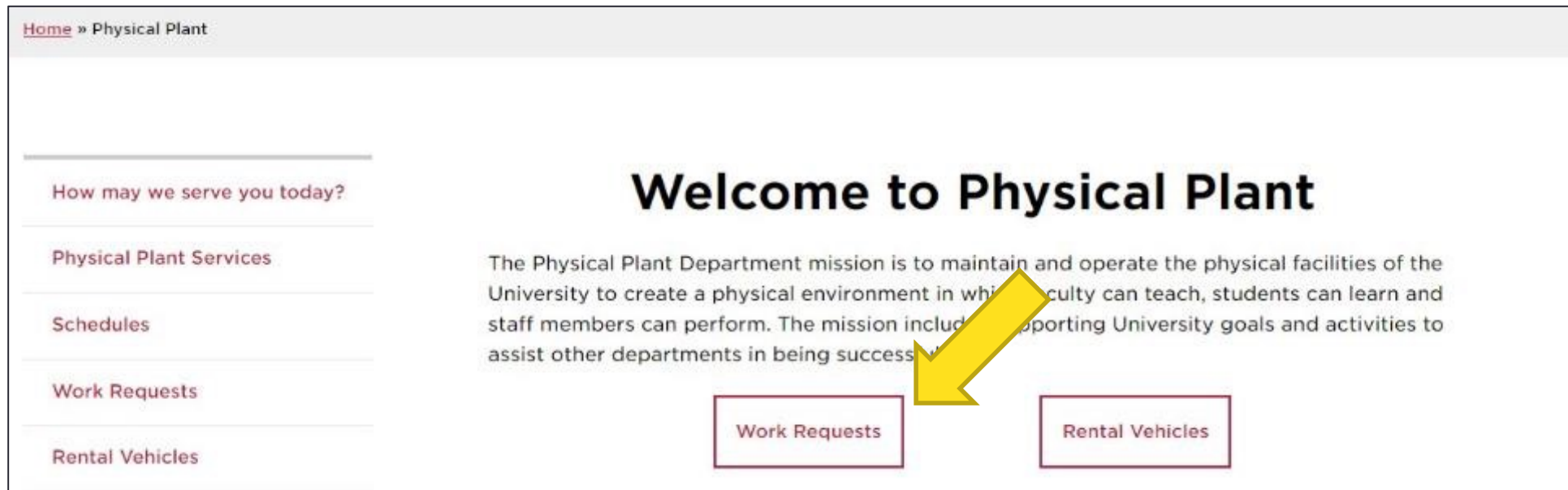
CREATING A SCHOOLDUDE ACCOUNT



Step-by-step Instructions

Creating a SchoolDude Account


- Under our main webpage, click on the “*work requests*” box. This will take you to the next page where you can access SchoolDude.



Creating a SchoolDude Account

- You will see a page like this, but will need to click on the drop down arrow next to “register here”.

Austin Peay State University





APSU Physical Plant
Got a problem? Email us

Current SchoolDude User? Login Here!

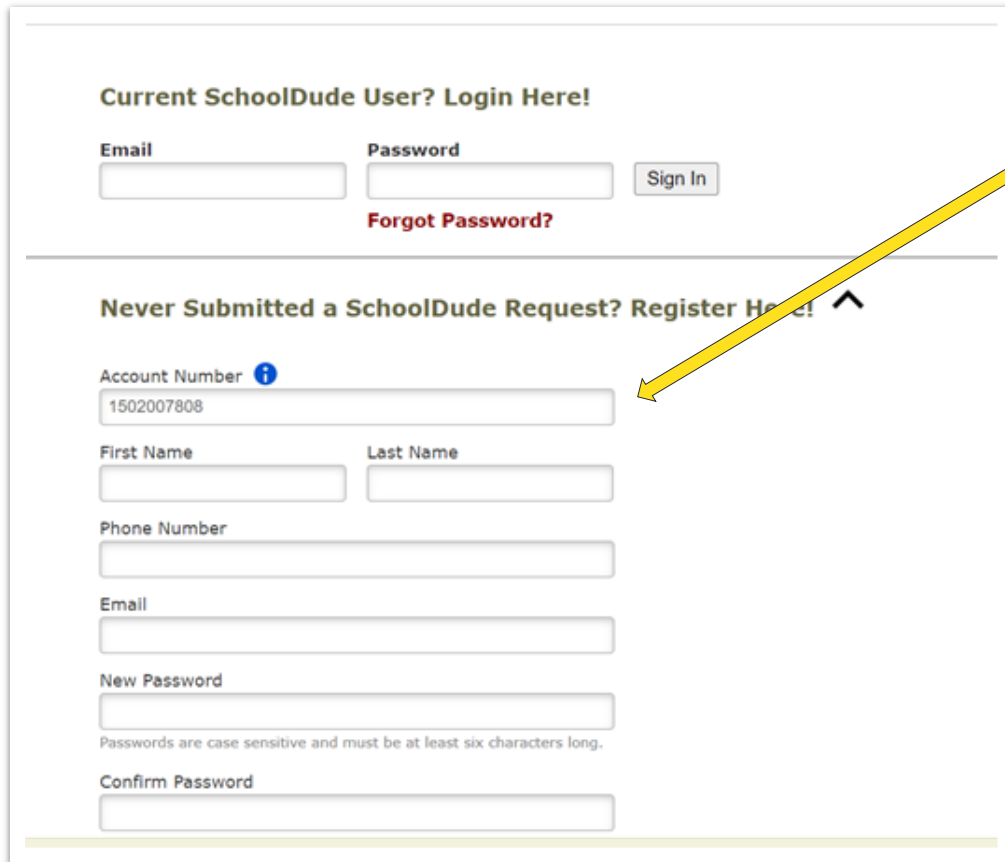
Email Password

[Forgot Password?](#)

Never Submitted a SchoolDude Request? Register Here! 



Creating a SchoolDude Account (cont)



Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)

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

- Next, fill out each category.
- **“Account Number”** is defaulted, please leave as is. It allows Brightly/SchoolDude to recognize APSU.
- Completely fill in your personal information:
 - Enter your Name, Phone Number, Email Address, Password (select something you will remember), Confirm Password and select “Register”.
 - NOTE: This password is your login password only. Once you have entered your work request information, you will be asked for a “submittal password”. **The submittal password is “apsu”.**
- You will be taken back to your original screen. Enter email address, login password and then select “Sign In”.
- You will now be taken to the screen where you can enter your work request.
- After these steps, if you’re still having trouble logging in, try clearing cookies and cache in the web browser.

Creating a SchoolDude Account

If you have an EMERGENCY, please call directly 931-221-7456 during normal business hours. After hours, please call Public Safety 931-221-7786.