

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.

<u>Home</u> » Physical Plant	
How may we serve you today?	Welcome to Physical Plant
Physical Plant Services	The Physical Plant Department mission is to maintain and operate the physical facilities of the
Schedules	University to create a physical environment in which culty can teach, students can learn and staff members can perform. The mission include poporting University goals and activities to assist other departments in being success.
Work Requests	
Rental Vehicles	Work Requests Rental Vehicles



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	Current School	IDude User? Login Here!
APSU Physical Plant Got a problem? Email us	Email	Password Sign In Forgot Password?
	Never Submitt	ed a SchoolDude Request? Register Here! V



Creating a SchoolDude Account (cont)

Email	Password
	Sign In
	Forgot Password?
Never Submit	tted a SchoolDude Request? Register Here! ^
Account Number 🕤	
1502007808	
First Name	Last Name
Phone Number	
Email	
Email	
Email New Password	
Email New Password Passwords are case sen	sitive and must be at least six characters long.

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.

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

