

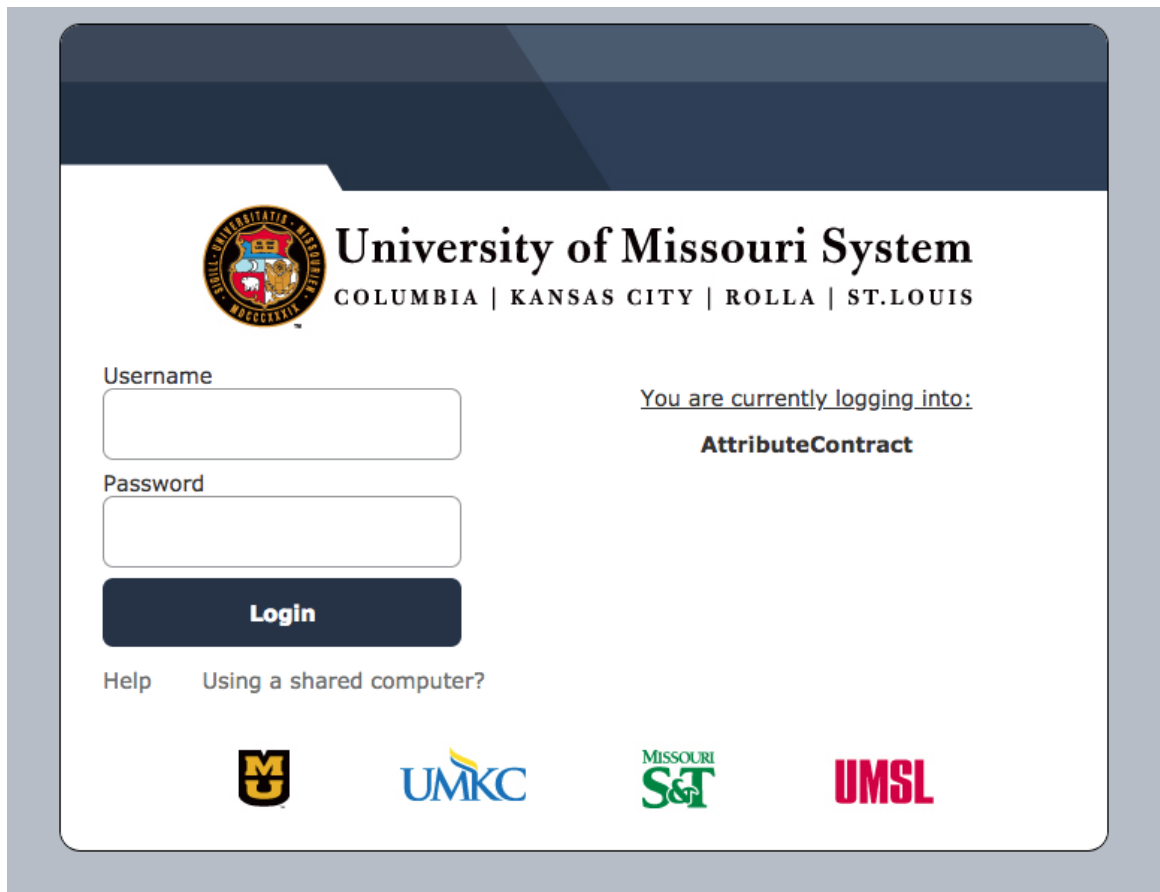
UMSL Maintenance Requester Guide

How to Log in

1. Open your Internet Browser (Internet Explorer, Firefox, etc).
2. Navigate to the UMSL Facilities Management homepage or type <http://www.umsl.edu/facilities> into the web address bar.
3. Click the Service Request button.



You should arrive at the following page:



4. Enter your SSO username and password.
Your SSO username is usually contained within your UMSL email address, ie. [SSO]@umsl.edu
5. Press the Login button.

After this step you should be forwarded to the SchoolDude work request webpage.

**** If you are having issues logging in please contact the help desk at 314-516-6034**