

Follow the steps below the first time you wish to submit a technology request. It is not possible to create your account in advance of entering a request; your credentials are only saved once a request is entered.

1. On the Staff Resources page, click the link for Technology Requests.



**Technology Requests**

Facility Requests

New Student Form

Materials and C

Materials

Khan Academy Practice Exerc

2. Click the arrow next to Register Here to create a new account.

**Current SchoolDude User? Login Here!**

Email  Password

**Forgot Password?**

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



3. Fill in the required fields. If you do not have an office phone, please use the phone number for your building's main office. Please enter your Valley Stream 13 email address. Create a password of your choosing; please record your login information in a safe place. Click Register. You will be directed to the request page.

- Your name will autofill. Select your Location (building) and Area or Room Number. Check the box to remember your area entries for future requests.

Step 1 Please be yourself, click [here](#) if you are not Laurie Salvatore

<b>First Name</b> Laurie	<b>Last Name</b> Salvatore	<b>Email</b> lsalvatore@valleystream13.com
<b>Phone</b> 5165686120	<b>Pager</b>	<b>Mobile Phone</b>

Step 2 **Location**

-- Select Location --

**Area**  
-- Select Area --

**Area/Room Number**

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

- Select the icon that relates to your issue and enter a brief description.

Step 3 **Select Problem Type:**



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

Accounts	Chromebook	CPU / Computer	Laptop
Miscellaneous/Questions (IT)	Printers	Projector	Smart Board
Telephone Services			

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

- You may wish to attach a screenshot of your issue, but this is not necessary. Enter the submittal password – tech – and click submit. Your technology request will be sent.

Step 5 **Attachment**

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

Step 6 **Submittal Password**

tech [Forgot Password?](#)

Step **Submit**

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 status changes to your request.

- For future requests, log in with your email and the password you set.