

Please submit a SchoolDude Facilities Service Order by following the steps below:

1. Log in to the MyMU Portal - [MyMU portal](#)
2. Under the "I need to" tab, choose "Submit a Facilities Service Order" (at the bottom)
3. Fill in all applicable areas, i.e. location, building, area/room, etc.
4. Under "Step 3 Select Problem Type", please select the "Craft" as "Custodial"
5. Under "Step 4 Please describe your problem or request" – please advise what specific products you need, how much of each type of product, and where specifically they need to be placed. You can detail your request as much as you need in this area of the form.
6. Click "Submit"