



IWU Asset Essentials Requester Guide

Vers. 1 Edited July 2020 - Schroeder

Logging in (Site Portal): Page 1

Single Sign-On Note: Page 2

Logging in (App): Page 5

Creating a request (Site Portal): Page 7

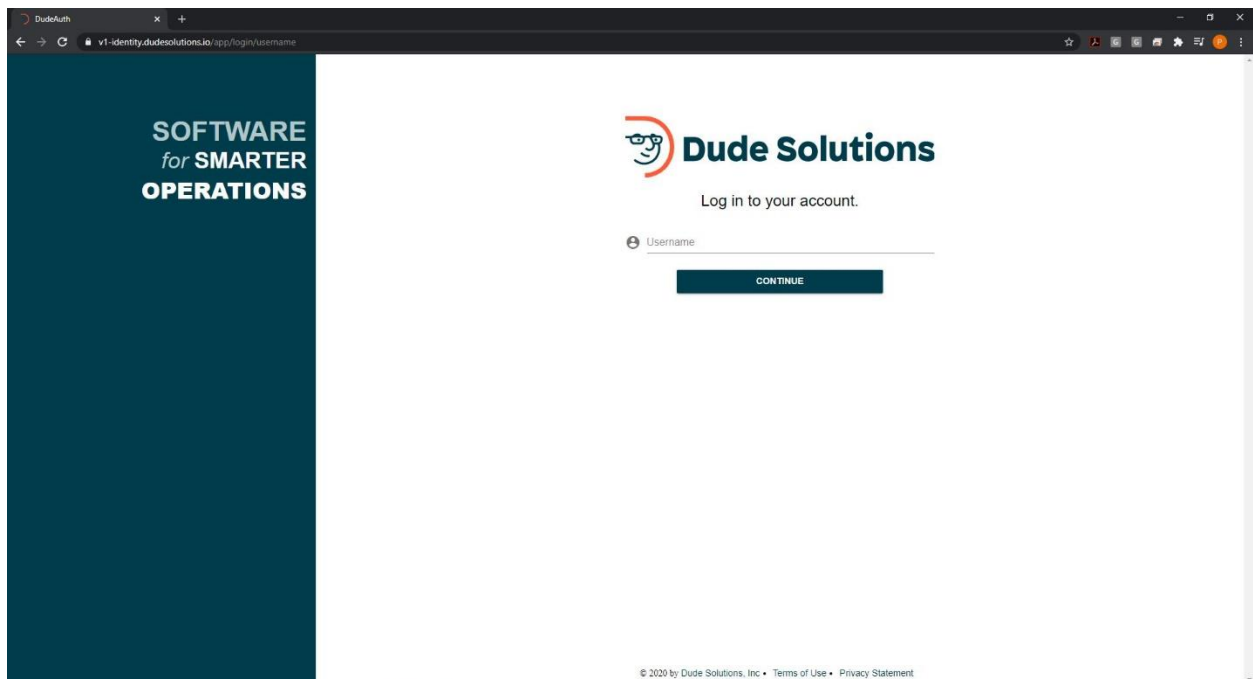
Create a request (App): Page 9

Logging into Asset Essentials

A. Logging from Website Portal

Use link to launch Asset Essentials, <https://assetessentials.dudesolutions.com/IllinoisWesleyanUniv>

Please sign in logging in using your IWU email address



Single Sign-on: We are currently in development of linking IWU accounts with SchoolDude for ease of access. You will be able to use the password for your email account for SchoolDude. We will update this guide when this becomes available.

FIRST TIME USERS

FOR EXISTING NEW USERS (Users from previous School Dude)

1. Please use your IWU email account to log in.
2. For password, please enter 123. The initial password is irrelevant
3. Click Sign in
4. An email verification screen will show. Please click send email. An email will be sent to your account with a link.



Email Verification Required

Please provide your username and click "Send Email" to complete your email verification.

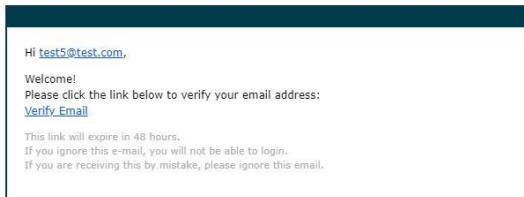
Username
test5@test.com

Please contact your administrator if you continue to have issues.

SEND EMAIL

5. Log into your email account. You will see an email from School Dude. Please click Verify Email

no-reply@mail.dudesolutions.com
to me



- The link will take you to a User Activation screen. Here you can set your accounts password



User Activation

New Password

Confirm New Password

ACTIVATE

- Please log in with your new password

FOR BRAND NEW USERS

- At the login screen, click Sign up as new user



Log in to your account.

Username

CONTINUE

Sign up as new user

- Please fill out the following fields with your email, name, and password



New user signup

Email
test6@test.com

New Password
.....

Confirm New Password
.....

First Name
Thad

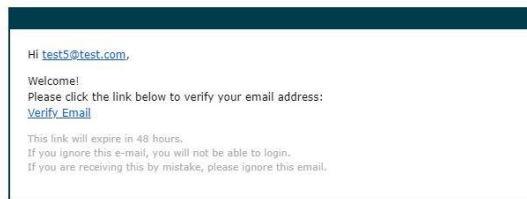
Last Name
Test

SUBMIT

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

- Click Submit. A verification email will be sent to your account. Please click verify email and you will be able to create your account

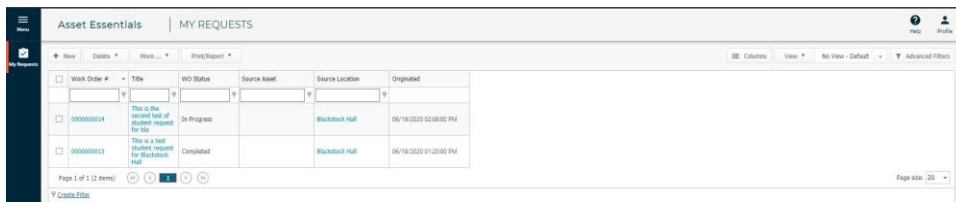
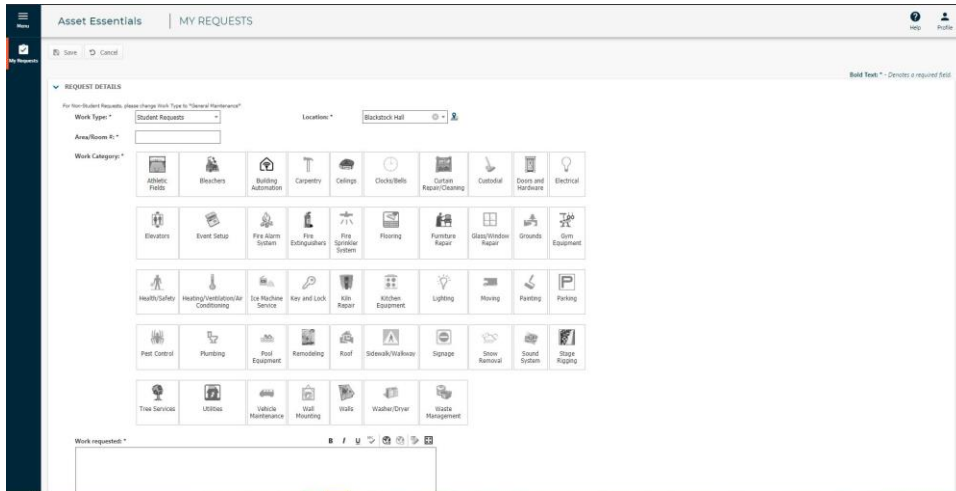
no-reply@mail.dudesolutions.com
to me ▾



- Please log into your account.

If you have issues logging into the system, please contact Physical Plant or use the Help Guides for more information <https://help.dudesolutions.com/Content/Login/Logging-In.htm>

Logging in will take you to the My Request page. A brand new request has been opened. You can also click My Requests to see what requests you have put in.



B. Logging from Phone App

Please download the Asset Essentials Mobile App from the app store of your phone (iOS or Android)

Launch the app and you will be presented with an account screen

Note: If you are a new user, please use the site portal for registering

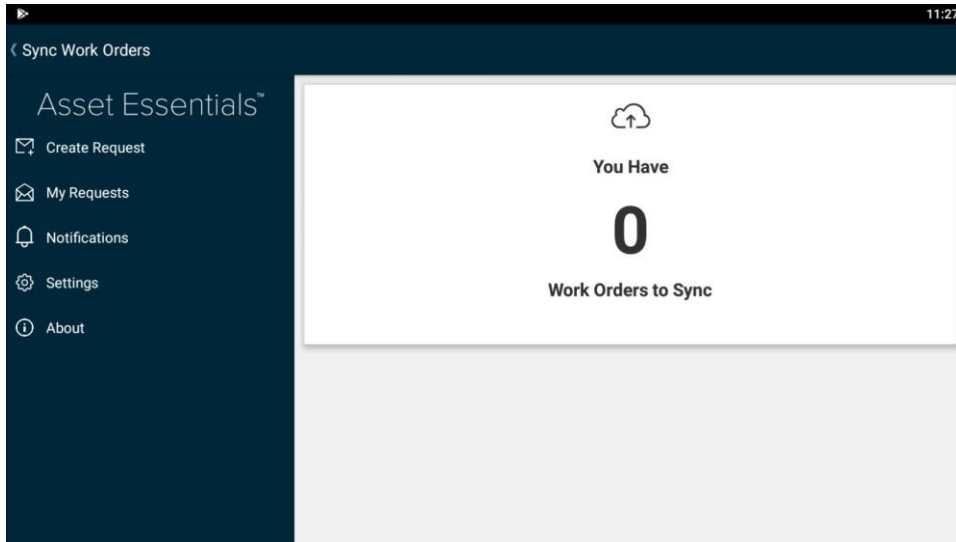


Our SchoolDude Account name is: IllinoisWesleyanUniv

Click next you will be presented with a log in screen, please enter your email address and password



If you have issues logging into the system, please contact Physical Plant or use the Help Guides for more information <https://help.dudesolutions.com/Content/Login/Logging-In.htm>



Creating a Request

A. Request from Site

Please click new request. The page may also have directed to a new request

▼ REQUEST DETAILS

For Non-Student Requests, please change Work Type to "General Maintenance"

1. Work Type: * 2. Location: *

3. Area/Room #: *

4. Work Category: *

Athletic Fields	Bleachers	Building Automation	Carpentry	Ceilings	Clocks/Bells	Curtain Repair/Cleaning	Custodial	Doors and Hardware	Electrical
Elevators	Event Setup	Fire Alarm System	Fire Extinguishers	Fire Sprinkler System	Flooring	Furniture Repair	Glass/Window Repair	Grounds	Gym Equipment
Health/Safety	Heating/Ventilation/Air Conditioning	Ice Machine Service	Key and Lock	Kiln Repair	Kitchen Equipment	Lighting	Moving	Painting	Parking
Pest Control	Plumbing	Pool Equipment	Remodeling	Roof	Sidewalk/Walkway	Signage	Snow Removal	Sound System	Stage Rigging
Tree Services	Utilities	Vehicle Maintenance	Wall Mounting	Walls	Washer/Dryer	Waste Management			

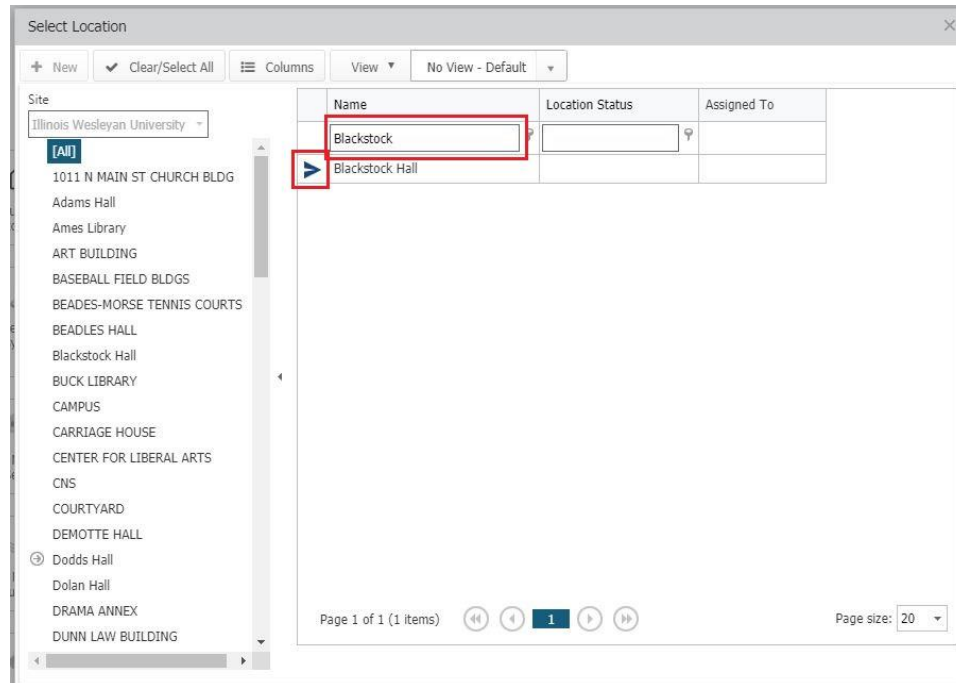
5. Work requested: *

B I U     

6. **UPLOAD DOCUMENT/IMAGE**

Documents/Images: Drag & Drop file(s) here to upload

1. Select Work Type
 - a. Students – Please leave selected as Student Request
 - b. General Use – Please select General Maintenance
2. Location
 - a. Selection the building location of the work. You can search for the building by typing in the search bar, or scroll to select.

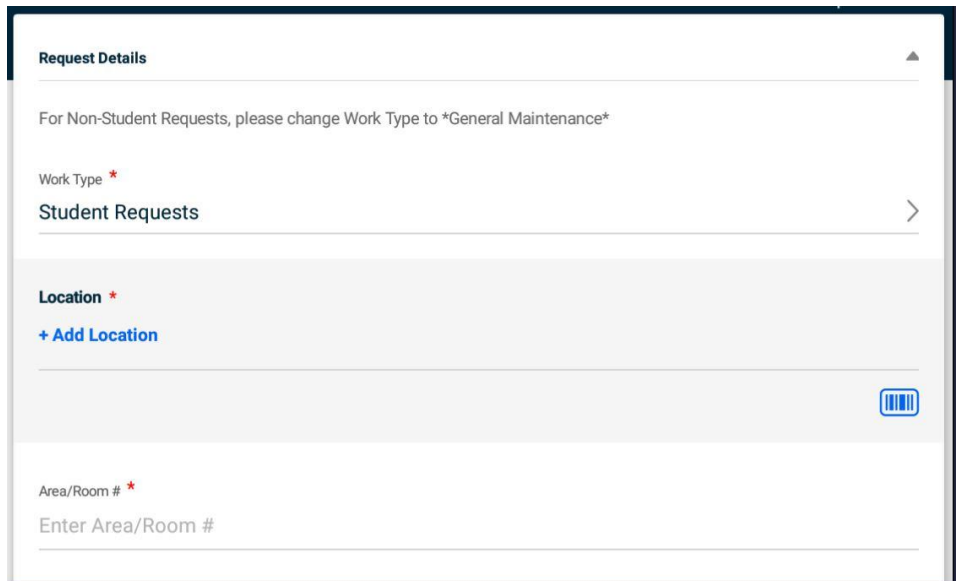
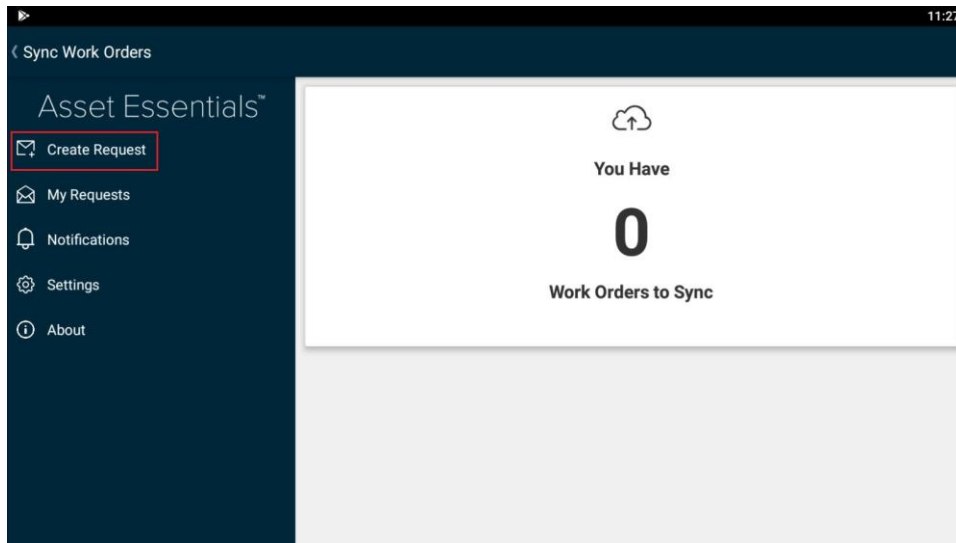


3. Please enter the room number or name of room
4. Select the relevant category of work you wish completed
5. Enter the work you wish completed. Please be descriptive as possible
6. You can upload any number of documents or images you wish that would be relevant for this work.

When you are done, please click the save button on the top left of the screen. This will submit your request.

B. Request from App

On the app, please select “Create Request”

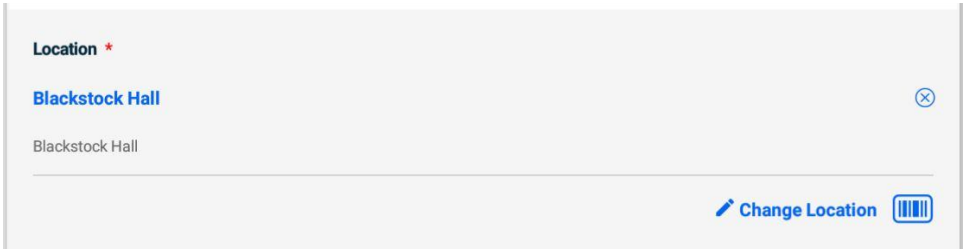


1. Select Work Type



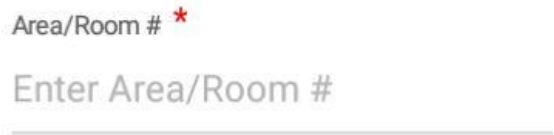
- a. Students – Please leave selected as Student Request
- b. General Use – Please select General Maintenance

2. Location



- a. Selection the building location of the work. You can search for the building by typing in the search bar, or scroll to select.

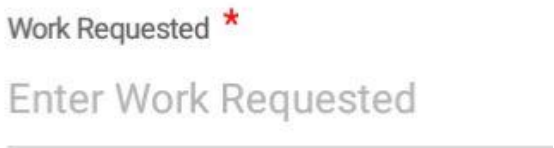
3. Please enter the room number or name of room



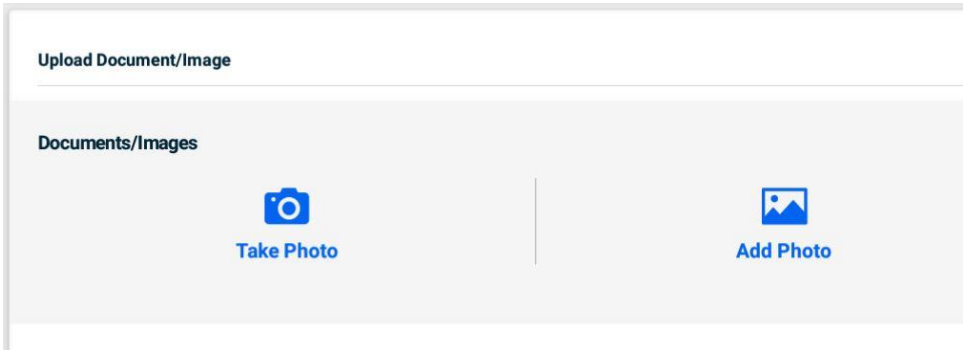
4. Select the relevant category of work you wish completed



5. Enter the work you wish completed. Please be descriptive as possible



6. You can upload any number of documents or images you wish that would be relevant for this work.



When you are finished, please click “Submit Request” on the bottom to submit

Need More Help?

Use the following online help guide from School Dude for more information. Or Contact Physical Plant

<https://help.dudesolutions.com/Content/Documentation/Maintenance/Asset%20Essentials%20Edu/Asset%20Essentials.htm>