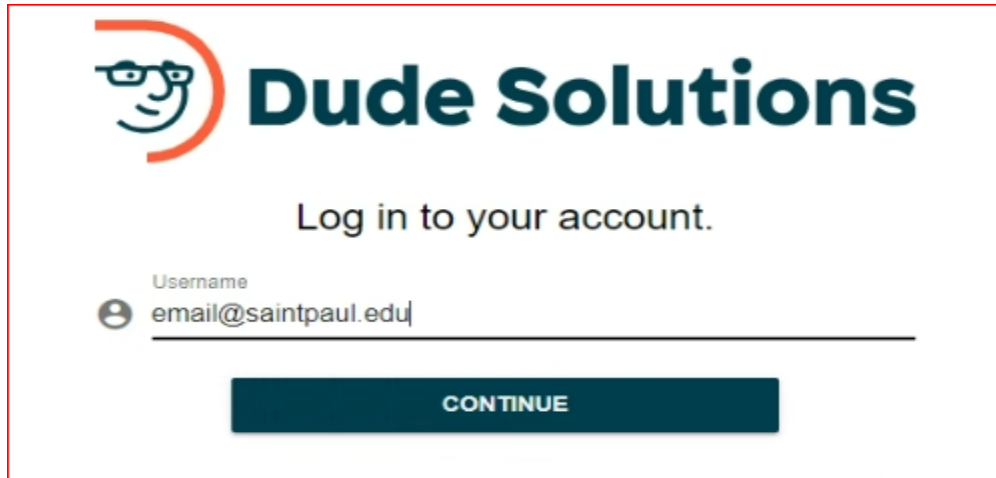


HOW TO SUBMIT A FACILITIES REQUEST

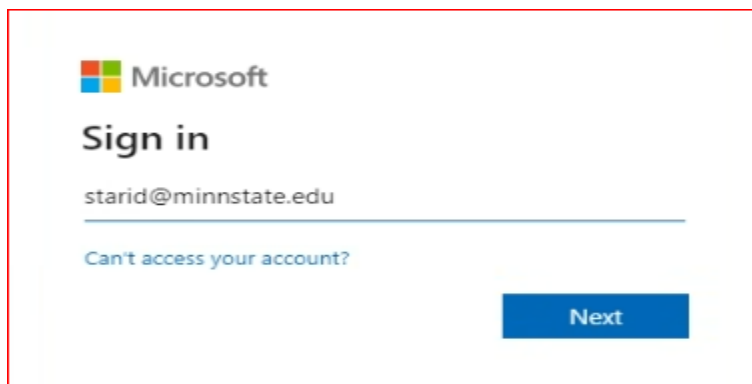
STEP 1: LOGIN TO SYSTEM USING @SAINTPAUL.EDU EMAIL ADDRESS

<https://assetessentials.dudesolutions.com/SPCFacilities>

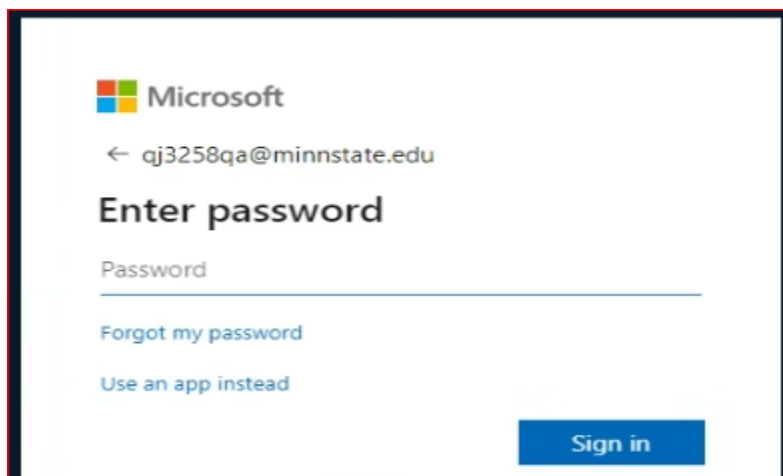


The image shows the login page for Dude Solutions. At the top left is the logo, which consists of a stylized face with glasses inside a red semi-circle. To the right of the logo is the text "Dude Solutions" in a bold, dark blue font. Below the logo and name is the instruction "Log in to your account." Underneath this is a "Username" label followed by a text input field containing "email@saintpaul.edu". A dark blue button with the word "CONTINUE" in white capital letters is positioned below the input field.

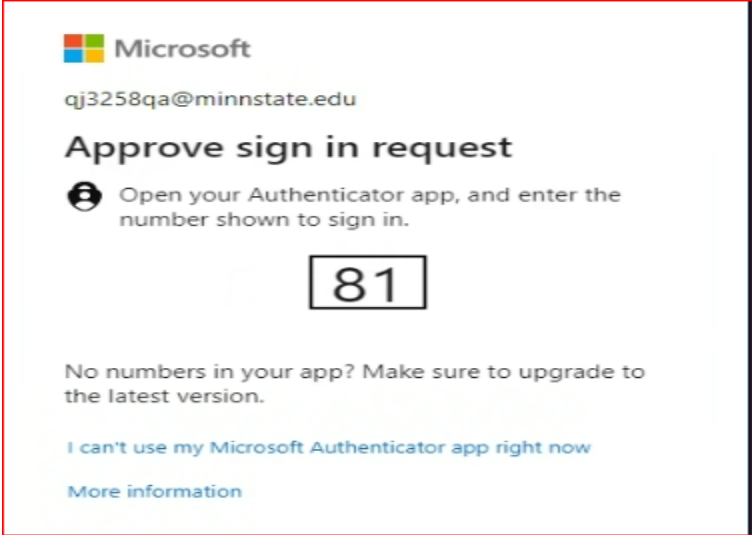
STEP 2: VERIFY EMAIL ADDRESS USING STAR ID @MINNSTATE.EDU



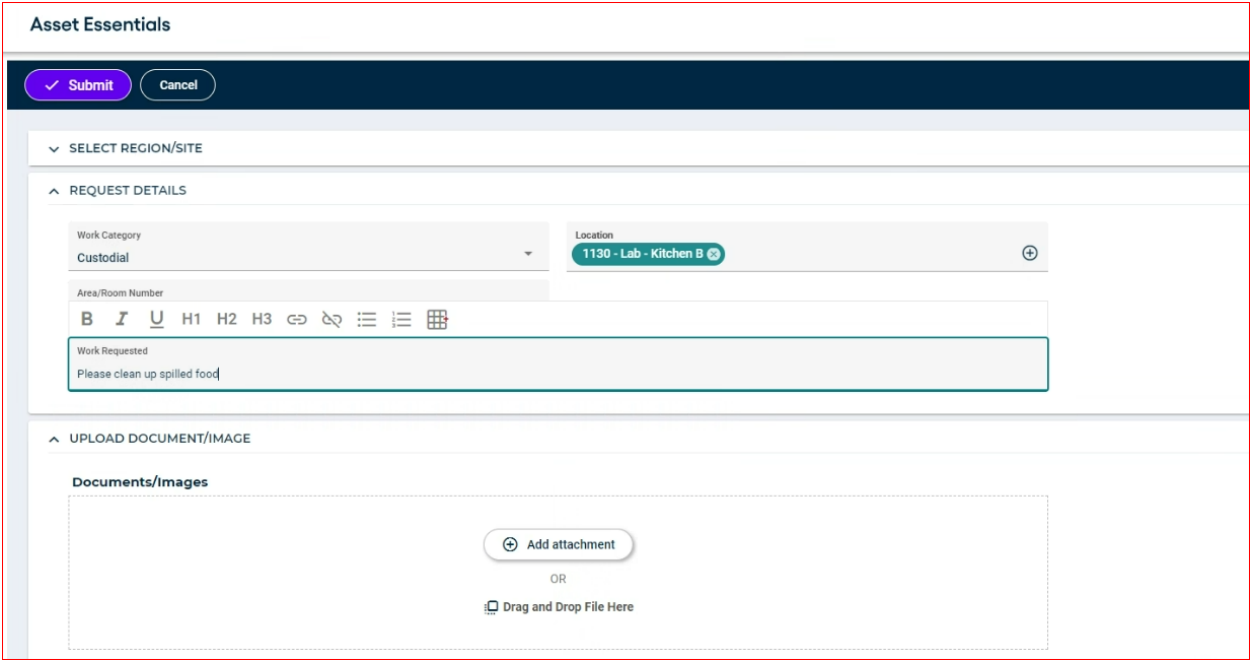
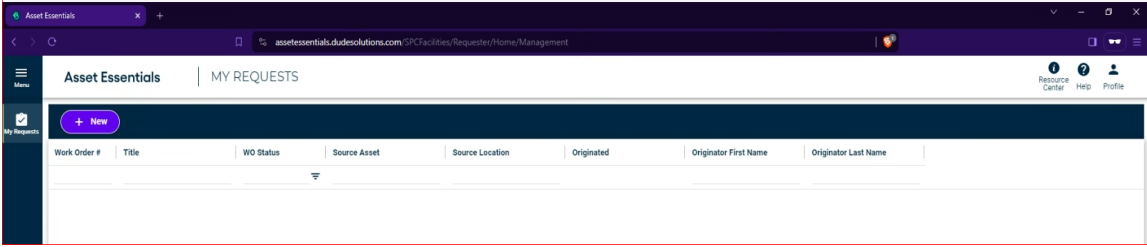
The image shows the Microsoft Sign in screen. At the top left is the Microsoft logo (four colored squares) followed by the word "Microsoft". Below this is the text "Sign in" in a large, bold font. Underneath is a text input field containing "starid@minnstate.edu". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button with the word "Next" in white.



The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo followed by the word "Microsoft". Below this is a back arrow icon followed by the email address "qj3258qa@minnstate.edu". Underneath is the text "Enter password" in a large, bold font. Below this is a "Password" label followed by a text input field. Below the input field are two links: "Forgot my password" and "Use an app instead". At the bottom right is a blue button with the words "Sign in" in white.



STEP 3: CREATE A TICKET DESCRIBING REQUEST DETAILS



Asset Essentials

Resource Center Help Profile

Submit Cancel

SELECT REGION/SITE

REQUEST DETAILS

Work Category: Select Work Category... Location: Click to Select...

Area/Room Number: Enter Area or Room Number...

Work Requested: Enter Work Requested...

UPLOAD DOCUMENT/IMAGE

Documents/Images

Add attachment

OR

Drag and Drop File Here

STEP 4: SUBMIT THE TICKET

Asset Essentials

Submit Cancel

SELECT REGION/SITE

REQUEST DETAILS

Work Category: Custodial Location: 1130 - Lab - Kitchen B

Area/Room Number

Work Requested: Please clean up spilled food

UPLOAD DOCUMENT/IMAGE

Documents/Images

Add attachment

OR

Drag and Drop File Here

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
000000012	Please clean up spilled food	New Request	-	1130 - Lab - Kitchen B	02/09/2024 06:50:00 PM	Robert	Wood