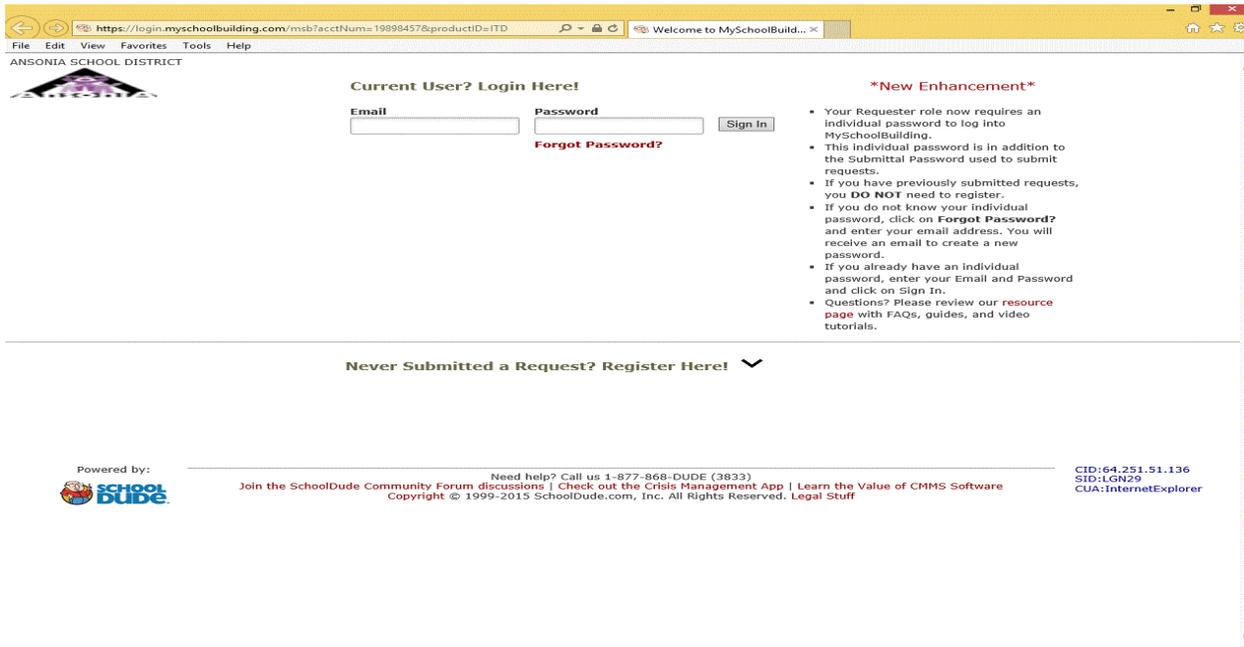
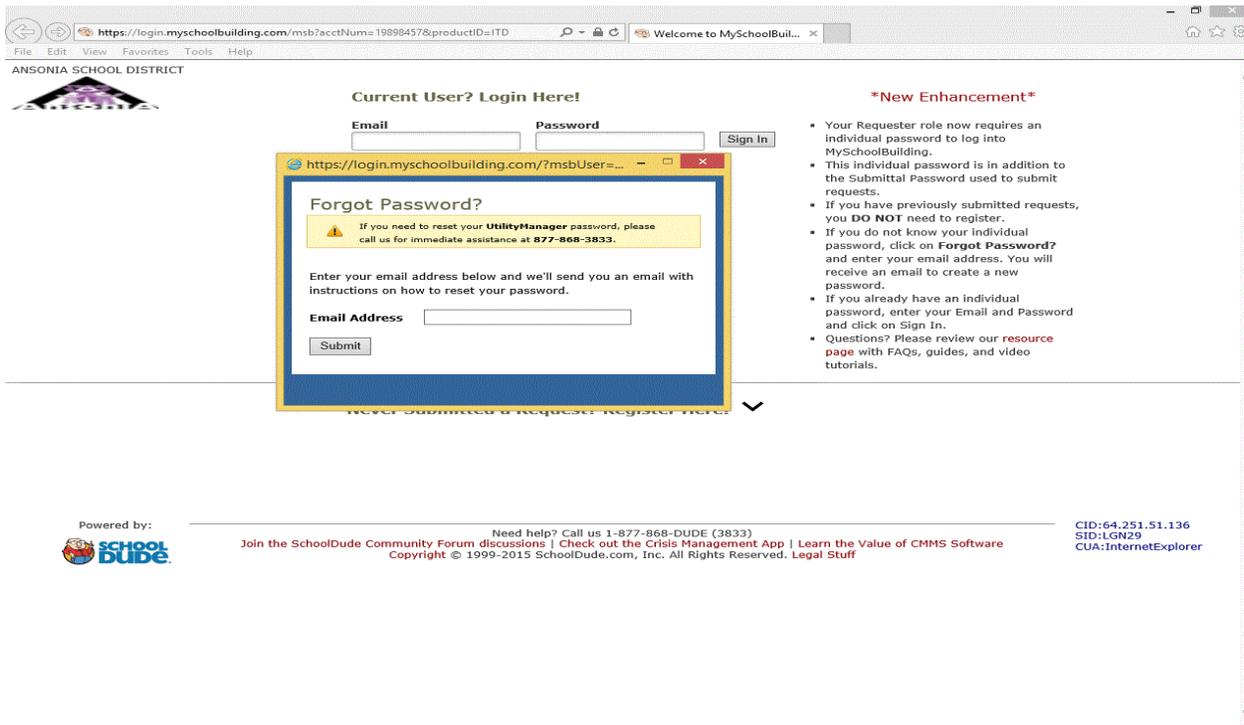


Click on the School Dude Help Tracker link on the Ansonia web site to get to the SchoolDude page below:



If you're an existing user who has accessed the system in the past you'll need to enter your ansonia.org email address in the email box. Make sure you include the @ansonia.org on your user id (jsmith@ansonia.org). After you enter your email click on the Forgot Password? Link under the Password box, the following window will pop up:



After you enter your email address click the submit button. In a few minutes you will receive an email with instructions on resetting your password and will include a link to the reset page. Click on the link and your browser will launch and open the reset page. On this page there will be a box for you to enter a new password and a second box to confirm that password. The only requirement they have is your password must be at least 6 characters long.

You will now be logged into SchoolDude and will see the normal screen. They have made some changes to the look of the applications but everything is still the same with the same options. Remember the password you setup, you will need it to log on to SchoolDude each time you access it now. If you should forget your password simply follow these same Forgot Password instruction to reset it.

This only applies to logging in to the SchoolDude system, there is still a password for submitting a SchoolDude once you are in the system and that remains the same (chargers).

These instructions are only for existing users, if you're a new user continue to the next page and follow the instructions to register yourself.

If you're a new employee and have never used SchoolDude before you will need to register yourself. Click on the School Dude Help Tracker link on the Ansonia web site to get to the SchoolDude page, once there click on the arrow to the right of "Never Submitted a Request? Register Here!" line and you'll see the following:

Current User? Login Here!

Email  Password

[Forgot Password?](#)

**\*New Enhancement\***

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our [resource page](#) with FAQs, guides, and video tutorials.

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Never Submitted a Request? Register Here! ^

Account Number

First Name  Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Fill in the boxes, the account number is already populated, enter your first and last name, your school's phone number, your ansonia.org email address, and the password you want to use. Remember, it must be at least 6 characters long. Once you've filled in all the information click on the Register button and you'll be all set. This is only for new users who don't already exist in the SchoolDude system so this part only applies to new employees. If registering does not work you may already be in the system so go back and try the Forgot Password instructions to reset or setup your password.