



# Facility Manager WORKS

Work Order and Record Keeping System

[https://facilitymanagerworks.com/Requests/?p=caesar\\_rodney](https://facilitymanagerworks.com/Requests/?p=caesar_rodney)

\*there is a underscore between caesar and rodney\*

1. Click IT Request



([tinyurl.com/crworkorder](http://tinyurl.com/crworkorder))

2. Fill in your name, room #, school phone #(302-697-3103), your work email, hit the arrow for problem type and select, enter in the technology problem in the notes and hit the arrow for department select Charlton Programs and then hit Submit



**My Information**

Name: Your Full Name  
 Room #: My Room Number  
 Phone #: ) - - ext.  
 Email: johndoe@sample.com

**Request Information**

Problem Type: \*  
 Notes:  
 Department: \*  
 Location: Technology School  
 Submit

# CR Websites and Passwords

Network Login(Getting on the computer):

- firstname.lastname
- Password: \_\_\_\_\_

Mail(Checking your email): <http://outlook.k12.de.us>

- [firstname.lastname@cr.k12.de.us](mailto:firstname.lastname@cr.k12.de.us)
- Password: \_\_\_\_\_
- This password is the same as your Network Login password

IMS(access to PDMS, DEEDS, Eschool and Schoology)

<https://login.doe.k12.de.us>

- firstname.lastname
- Password: \_\_\_\_\_

Google/Schoology: [www.google.com](http://www.google.com)

- Sign in using your work email
- [firstname.lastname@cr.k12.de.us](mailto:firstname.lastname@cr.k12.de.us)
- Password: \_\_\_\_\_
- This password has to be at least 8 characters and is the same password for Schoology.

Schoology: [www.crsd.schoology.com](http://www.crsd.schoology.com)

- Password: \_\_\_\_\_