

Here are the instructions for using SchoolDude to download utility data for campus buildings:

1. Go to schooldude.com and login (login name: ppd, password: energy)
2. Under the Account Links menu at the top of the screen, select UtilityDirect
3. Click Report (under the search bar at the top left of the page)
4. Select Building Total Use
5. Select utility type, unit, years, and building (all other criteria can be left blank)
6. Choose the excel report format, give the report a meaningful name, and click print & save. An excel spreadsheet should then download. There should be three sheets within that excel workbook. Although the file might open to the "raw data" sheet, the actual data will be on the "report" sheet.

If you have any trouble downloading the file, try disabling the pop-up blocker on your computer.