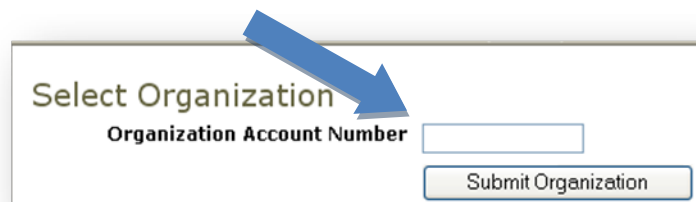


Quick Step Guide for MD Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on **Go**.

**If you have logged in before please skip to Step 3.*

2. If it is the first time your computer has been to the website, enter the Organization Account number **2072386048** and click **Submit Organization** as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.



Select Organization

Organization Account Number

- You may also copy this link and paste it into the web address window:

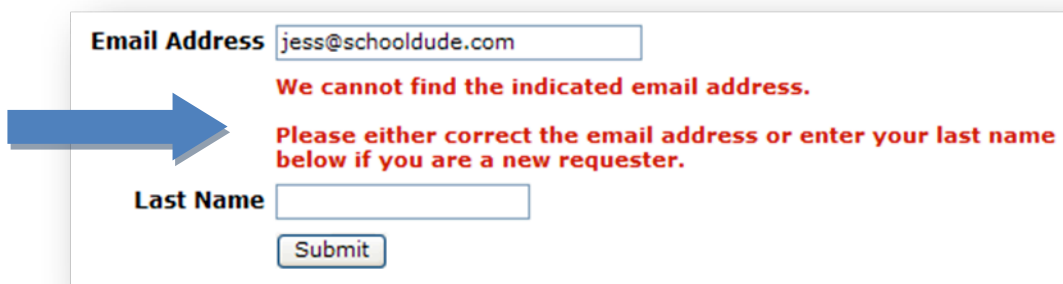
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=2072386048>

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- a. Find a blank area on the next page
- b. RIGHT click your mouse
- c. Select **Create Shortcut** If Using Internet Explorer or **Bookmark This Page** if using FireFox.

This will add an **icon** on your desktop that you can double click or a bookmark to select the next time you want to sign in (allowing you to skip steps one and two).

3. Enter your email address and click Submit.
4. If a **RED** message pops up noting that it can't find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.



Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

Filling out the Request Form:

NOTE: ANY FIELD MARKED WITH IS A REQUIRED FIELD

Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done and click the mouse.

- Follow the same steps for **Building** and **Area** *if selections are available.
- Also be sure to type in your **Area description or Room #**.

Step 1 Please be yourself, click here if you are not Walter Dude

First Name Walter	Last Name Dude	Email walter@smtp.school dude.com
Phone <input checked="" type="checkbox"/>	Pager	Mobile Phone

Step 2 Location

Pacific Tech - North Shore Cam

Building
Robotics Bldg.

Area
3rd Floor

Area/Room Number
Lab 337

Step 3: Select the icon that best describes your problem and click on it.

Maintenance Help Desk:
Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

Alarm	Appliance Repair	Asphalt	Athletic Fields
Bleachers	Boiler	Burglar Alarm	Carpentry

Step 4: Type in your description of the problem

Optional: Click the Attach New File link to attach a photo or document detailing the issue

Next Step: Type in the submittal password of: **bobcats**

Last Step: Click submit

My Request Tab

After you click submit on the request form, the screen will refresh to the **My Request Tab**.

The screenshot displays the 'My Request Tab' interface. At the top, there are navigation tabs: 'Work Request', 'Schedule Request', 'My Requests' (selected), 'My Settings', and 'Help'. Below the tabs, there are links for 'My Work Requests' and 'My Schedule Requests'. The main heading is 'My Work Requests'. A note states: 'Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.' To the right, 'Request Totals' shows '14 Complete'. A search bar is present with the text 'Search for ""' and 'Search this results for:'. Below the search bar, it says '1 - 10 of total 71 listed'. There are navigation buttons for 'Previous 10' and 'Next 10'. A table of work requests is shown with the following columns: Status, Location, Action Taken, and Complete Date. The table contains one row of data.

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note	11/19/2004

Additional details from the screenshot:
- Search bar: Search for ""
- Search results: Search this results for: [input field] GO Show All [print icon]
- Total results: 1 - 10 of total 71 listed
- Navigation: Previous 10, Next 10
- Table headers: Status, Location, Action Taken, Complete Date
- Table content: Complete, Maintenance Facility, No Action Note, 11/19/2004

On this screen you will see up-to-date information on your request including:

- Status
- work order number for referencing
- The date you requested the work
- Any Action Taken notes added by the technician on the progress of the work order
- And a Completion Date once the work has been completed

TIPS:

- A. In the Request Totals section (on the right hand side of the above screen), you can click on the number next to the status description to see all request marked with that status.
- B. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (Ex: keys would pull up any request dealing with keys).
- C. Click on the **Work Request** Tab to input a new request.