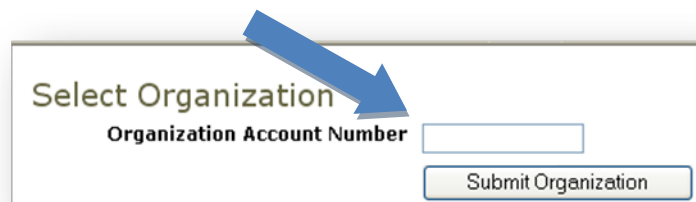


## Quick Step Guide for MD Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in [www.myschoolbuilding.com](http://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:

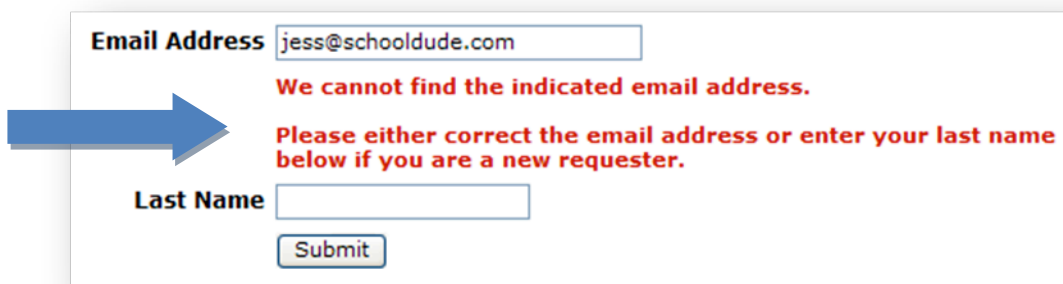
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=2072386048>

**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**

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

**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.' A search bar is present with the text 'Search for ""' and 'Search this results for:'. To the right of the search bar is a 'GO' button and a 'Show All' link. Below the search bar, it says '1 - 10 of total 71 listed'. There are navigation arrows 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 General Maintenance	Maintenance Facility 3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.	No Action Note 11/18/2004	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.