

Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in <http://myschoolbuilding.com> in the address bar and press Enter or click on **Go**.
 - *Follow the next few steps if you are a **first time user** or if asked to enter an **Organization Account Number**.*
- If it is the first time your computer has been to the website, enter the Organization Account number **652147715** and click **Submit Organization** as prompted.

You may also copy this link and paste it into the web address window for your browser for your intranet (Your IT Department can assist you with this):

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=652147715>

- Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an *icon* on your desktop that you can double click the next time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.

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 at and click the mouse. Follow the same steps for Area box if available. Also be sure to **type** in your Area description or Room #.

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

Step 4: Type in your description of the problem

Step 5: Type in when the best time would be for a technician to come by *if available*.

Step 6: Type in a date that you would like the work to be completed *if available*.



Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank in date entry.)

Step 7: Type in the submittal password of: **password**

Step 8: Click submit

After you click submit, the screen will refresh and go to the **My Request** Tab.



Work Request | Schedule Request | **My Requests** | My Settings | Help

My Work Requests | My Schedule Requests |

My Work Requests Request Totals
14 Complete

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.

Search for ""

Search this results for: Show All

1 - 10 of total 71 listed

◀ Previous 10 Next 10 ▶

Status	Location	Action Taken	Complete Date
Area	Building	Request Date	
Area Number	Description	Type	
Purpose			
Complete	Maintenance Facility	No Action Note 11/18/2004	11/19/2004
General Maintenance	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.		

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all request marked with that status. 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).

Click on the **Work Request** Tab to input a new request.