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 (345767954) and click **Submit Organization** as prompted.

   ### Select Organization
   Organization Account Number [   ]

   [Submit Organization]

   • You may also copy this link and paste it into the web address window:
   https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=345767954
   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**.

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

   If you are a new user, welcome! You can begin by indicating your email address be

   Email Address [   ]

   [Submit]

   Save Background As...
   Set as Background
   Copy Background
   Set as Desktop Item...

   Select All
   Paste

   Create Shortcut
   Add to Favorites...

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 [jess@schooldude.com]

   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 [   ]

   [Submit]

Filling out the Request Form:

☑*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 #.**

> ☑ Indicates required information.
>
> **Step 1** Please be yourself, click here if you are not Jill Briley
>
> **First Name**   **Last Name**   **Email**
> Jill   Briley   brileyj@laketravis.txed.net
>
> **Phone** ☑   **Pager**   **Cellular Phone**
> 533-6060
>
> **Step 2** **Location** ☑
> -- Select Location --
> **Building**
> -- Select Building --
> **Area**   **Area/Room Number** ☑
> Classroom   302

☑*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 steps that may appear on your page:
Next Step: Type in the best time for a technician to come by *if available*
Next Step: Click on the drop down arrow and select a purpose code *if available*
Next Step: Use calendar to select a date for when you would like the work to be completed *if available*
Next Step: Click the Attach New File link to attach a photo or document detailing the issue *if available*

> **Step 5** **Time Available for Maintenance**
>
> **Step 6** **Purpose**
> -- Select Purpose --
>
> **Step 7** **Requested Completion Date**
> (A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)
>
> **Step 8** **Attachment**
> Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

☑*Next Step:* Type in the submittal password of: **workorder**
☑*Last Step:* Click submit

My Request Tab

After you click submit on the request form, the screen will refresh 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
14Complete

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: [_____] (GO) Show All

1 - 10 of total **71** listed

Next 10 ▶

☐Status ☐Area ☐Area Number ☐Purpose	☐Location ☐Building ☐Description	☐Action Taken ☐Request Date ☐Type	☐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 progess
- 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 the to 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.