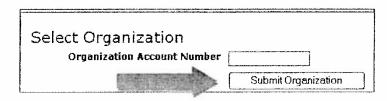
Quick Step Guide for MD Requesters

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.



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

https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=345767954

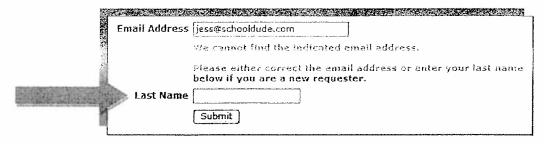
TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- 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).



- 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.



☑ 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 #.

tep 1	☑ Indicates required information. Please be yourself, click here if you are not Jill Briley				
	First Name	Last Name	Email		
	- Sill	Brile:	brileyj@laketravis.txad.net		
	Phone 🗹	Pager	Cellular Phone		
	533-6060				
Step 2	Location Select Location				
- cop	Commission of the Commission o	m IX			
area prac	Select Locatio Building Select Buildin Area	anne a siraggapag	Area/Room Number ☑		

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 Ÿ
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.

-						· · · · · · · · · · · · · · · · · · ·		
100	Work Requ	iest 💉 Schedule F	tequest My Requ	iests My	Settings Help			
	My Work Requ	uests My Schedule	Requests					
	My Work	Requests				Request Totals		
	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.							
l	Search for "							
	Search this r	results for:	(60) Sho	w All				
	1 - 10 of total	71 listed	•					
1			i ja na jag	16 Next 10				
	m Status	m Location	Action Taken	□ Complete				
	⊡ Area	■ Building	Request Date	Date				
1	□ Area	Description	EType					
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	Maintenance	blueprints to war room. Get key from						
	The same of the sa	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:

- 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.