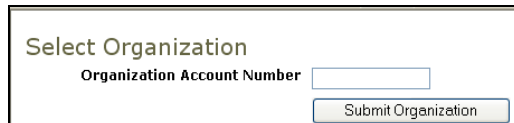


## Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on **Go**.
- If it is the first time your computer has been to the website, enter the Organization Account number **430984755** 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

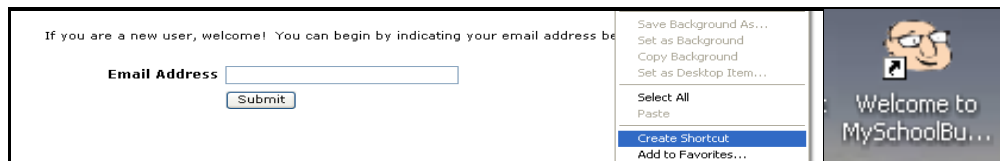
### **NOTE:**

You may also copy this link and paste it into the web address window for your browser to be taken directly to your organization's email login page:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=430984755>

This login page can be added to Bookmarks or Favorites in your browser for easy return. In Internet Explorer, you can find a blank area on the 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 full email address and click **Submit**. If prompted to enter your first and last name, do so:



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

Save Background As...  
Set as Background  
Copy Background  
Set as Desktop Item...  
Select All  
Paste  
**Create Shortcut**  
Add to Favorites...

Welcome to MySchoolBu...

**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 **Building** and **Area** if selections are available. Also be sure to **type** in your Area description or Room #.

**NOTE: ANY FIELD MARKED WITH  IS A REQUIRED FIELD**

Indicates required information.

**Step 1 Please be yourself, click [here](#) if you are not Jill Briley**

|  |                            |   |
|--|----------------------------|---|
| <b>First Name</b><br>Jill                                    | <b>Last Name</b><br>Briley | <b>Email</b><br>brileyj@laketravis.txed.net |
| <b>Phone <input checked="" type="checkbox"/></b><br>533-6060 | <b>Pager</b><br>           | <b>Cellular Phone</b><br>                   |

**Step 2 Location**

|  |  |
|--|--|
| -- Select Location --                    |  |
| <b>Building</b><br>-- Select Building -- |  |
| <b>Area</b><br>Classroom                 | <b>Area/Room Number <input checked="" type="checkbox"/></b><br>302 |

**Step 3:** Select the icon that best describes your problem and click on it; OR Select the appropriate Problem Type from the drop-down list.

**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

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

**Step 6:** Click on the drop down arrow and select a purpose code *if available*.

**Step 4 Please describe your problem or request.**

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

**Step 9:** Click submit to enter the work request. This will also enter your name into the list of registered requesters if you are not already registered.

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 ▶

| <input type="checkbox"/> Status      | <input type="checkbox"/> Location   | <input type="checkbox"/> Action Taken | <input type="checkbox"/> Complete Date |
|--------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Area        | <input type="checkbox"/> Building   | <input type="checkbox"/> Request Date |  |
| <input type="checkbox"/> Area Number | <input type="checkbox"/> Description  | <input type="checkbox"/> Type         |  |
| <input type="checkbox"/> Purpose     |   |                                       |  |
| Complete                             | Maintenance Facility  | No Action Note<br>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.

**If you need any assistance, please call our Client Service Center @ 877-883-8337 or send an email to [support@schooldude.com](mailto:support@schooldude.com).**