Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in <u>http://myschoolbuilding.com</u> in the address bar and press Enter or click on **Go**.
 - Follow the next few steps if you are a <u>first time user</u> 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.



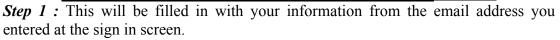
You may also copy this link and paste it into the web address window for your browser for your intranet (Your IT Department can assist you with this):

http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=65214

<u>7715</u>

• 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 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 #.

		Location Select Location Area Select Area Select Problem Type: ✓	Are 10:	ea/Room Number 🗹 1	
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Step 3: Select th	le craft	name that best desc	ribes your pro	oblem and click	on 1t.
		Click here for Mainte	e		

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 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 Requ	ests My Schedule	Requests						
My Work	Requests	Request Totals 14Complete						
Note: Once the can edit the rec send email and								
Search for "								
Search this results for: 60 Show All								
1 - 10 of total 71 listed								
Previous 10 Next 10								
■Status	Location	Action Taken	Complete					
■ Area	Building	Request Date	Date					
Area	Description	∎Туре						
Number								
Purpose								
	Maintenance Facility	No Action Note 11/18/2004	11/19/2004					

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 the to 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.