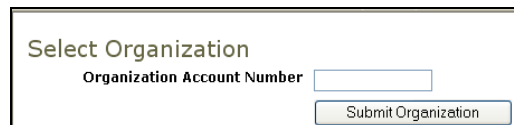


Quick Step Guide for Requesters

- A link to the request site may be posted on the www.ccsd.edu website. If you are unable to access this site, you can also follow the steps below to get to the request page.
- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in 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 **496649883** 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

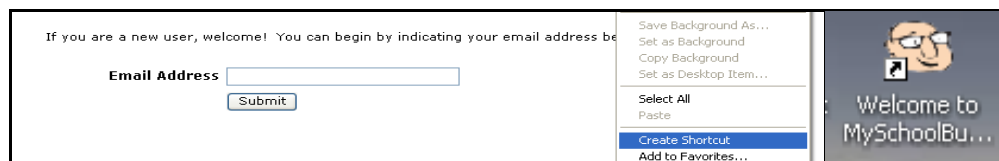
NOTE:

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=496649883>

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









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

Step 2 **Location**

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

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 ▶

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 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.

If you need any assistance, please call our Client Service Center @ 877-883-8337 or send an email to support@schooldude.com.