

Quick Step Guide for Requesters

How do I get to MySchoolbuilding.com?

1. 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**.

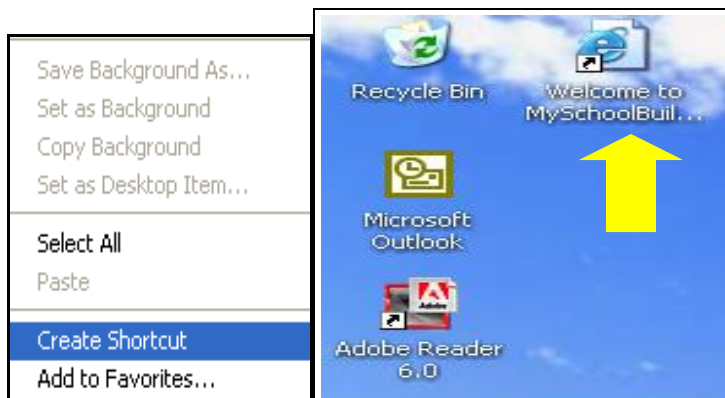
- *If you are a first time user or if asked to enter an **Organization Account Number** enter:*

484678329 and then click

Submit Organization

as prompted.

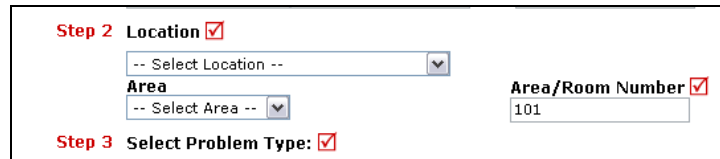
2. Enter your **entire** email address and click on the Submit button. Your password is “password” if required. If you would like to save this page to your computer, find any blank area, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to access the request form.



How do I fill out the request form?

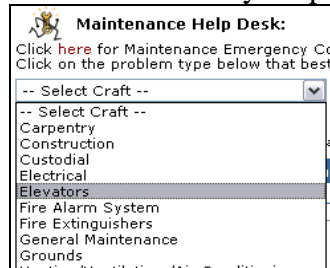
Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Choose a **Location**, **Building** and **Area** by clicking on the drop down arrows next to each box and highlight your choice. Also be sure to **type** in your room number in the **Area/Room Number** box.



The screenshot shows the 'Step 2' section of the form. It includes a 'Location' dropdown menu with the text '-- Select Location --', an 'Area' dropdown menu with the text '-- Select Area --', and an 'Area/Room Number' text input field containing the number '101'. There are checkboxes next to the 'Location' and 'Area/Room Number' labels, and a 'Step 3 Select Problem Type:' label with a checkbox.

Step 3: Select the craft name that best describes your problem and click on it.

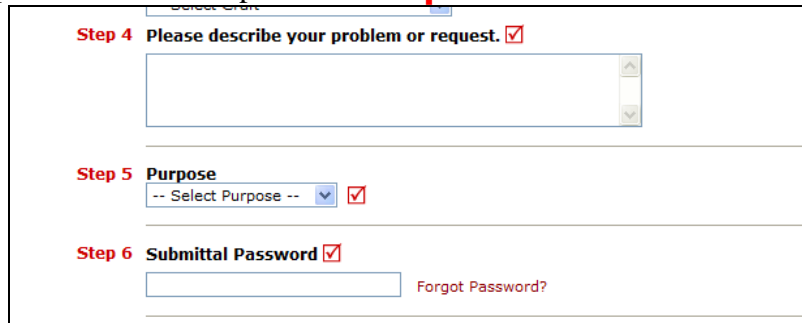


The screenshot shows a dropdown menu titled 'Maintenance Help Desk:'. Below the title, there is a link 'Click here for Maintenance Emergency Con' and the instruction 'Click on the problem type below that best'. The dropdown menu is open, showing a list of craft names: '-- Select Craft --', 'Carpentry', 'Construction', 'Custodial', 'Electrical', 'Elevators', 'Fire Alarm System', 'Fire Extinguishers', 'General Maintenance', and 'Grounds'. The 'Elevators' option is highlighted.

Step 4: Type in your description of the problem

Step 5: Select a Purpose Code.

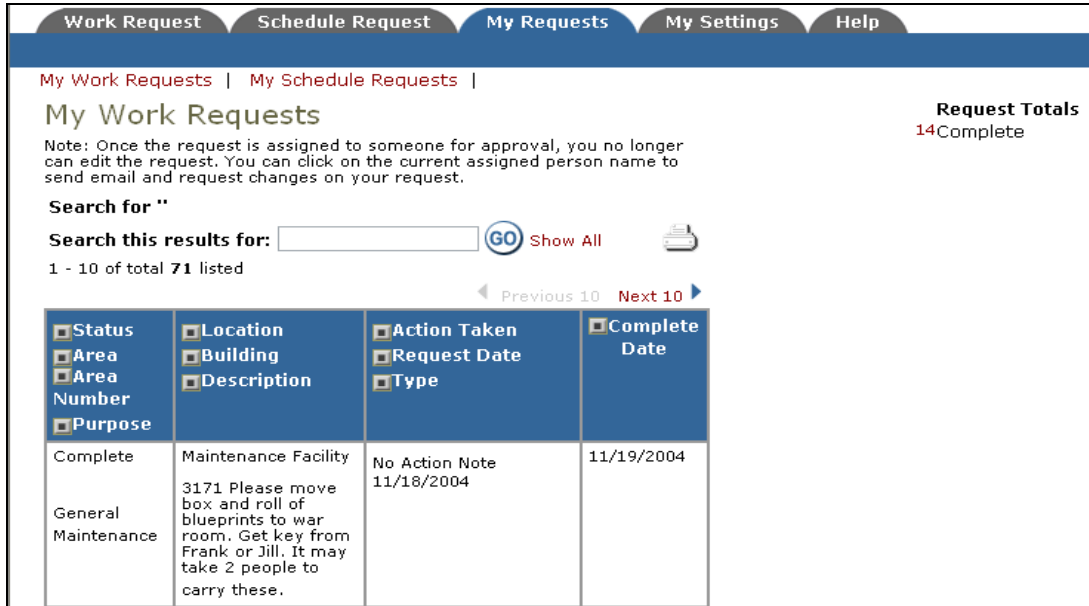
Step 6: Type in the submittal password of : **password**



The screenshot shows the 'Step 4', 'Step 5', and 'Step 6' sections of the form. Step 4 is a large text area for describing the problem. Step 5 is a dropdown menu for 'Purpose' with a checkbox. Step 6 is a text input field for the 'Submittal Password' with a 'Forgot Password?' link.

How do I see my previous requests?

Click 



The screenshot shows a web application interface with a navigation bar at the top containing 'Work Request', 'Schedule Request', 'My Requests', 'My Settings', and 'Help'. Below the navigation bar, there are links for 'My Work Requests' and 'My Schedule Requests'. The main heading is 'My Work Requests'. A note states: '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.' To the right, 'Request Totals' shows '14 Complete'. A search section includes a search box, a 'GO' button, and a 'Show All' link. Below the search, it says '1 - 10 of total 71 listed' and has 'Previous 10' and 'Next 10' navigation options. A table displays request details:

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 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).