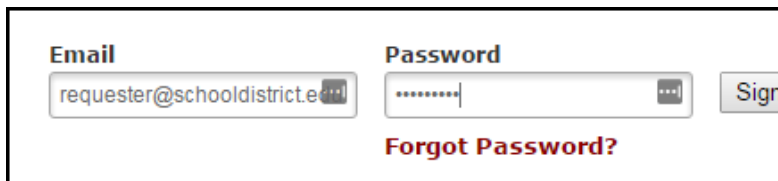


TripDirect Requester Guide

How to Register/Log in

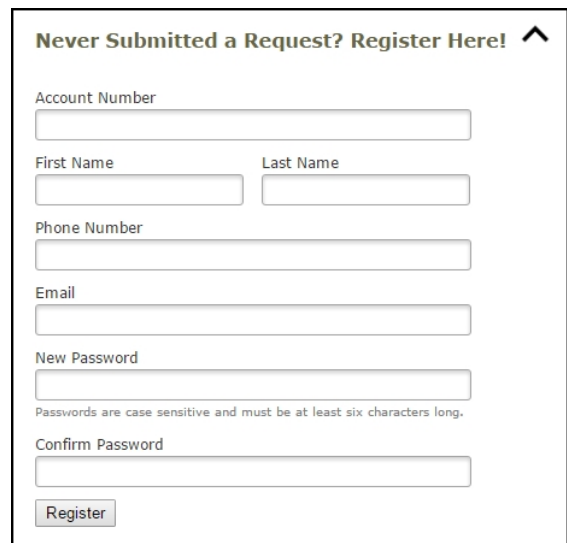
- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=484678329>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The screenshot shows a login form with two input fields: "Email" containing "requester@schooldistrict.e" and "Password" containing ".....". To the right of the password field is a "Sign" button. Below the password field is a red link labeled "Forgot Password?".

- If you are submitting your first request, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form. **Note: Your registration will be complete after you submit your first work request.*

- Enter the **Account Number** provided by your Administrator.
- Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
- Click **Register** to go to the work order request form.



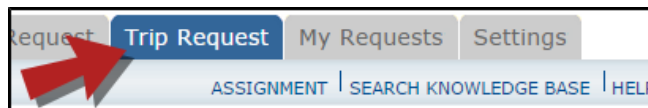
The screenshot shows a registration form titled "Never Submitted a Request? Register Here!". It includes the following fields: "Account Number", "First Name", "Last Name", "Phone Number", "Email", "New Password", and "Confirm Password". A note below the password fields states: "Passwords are case sensitive and must be at least six characters long." A "Register" button is located at the bottom of the form.

The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

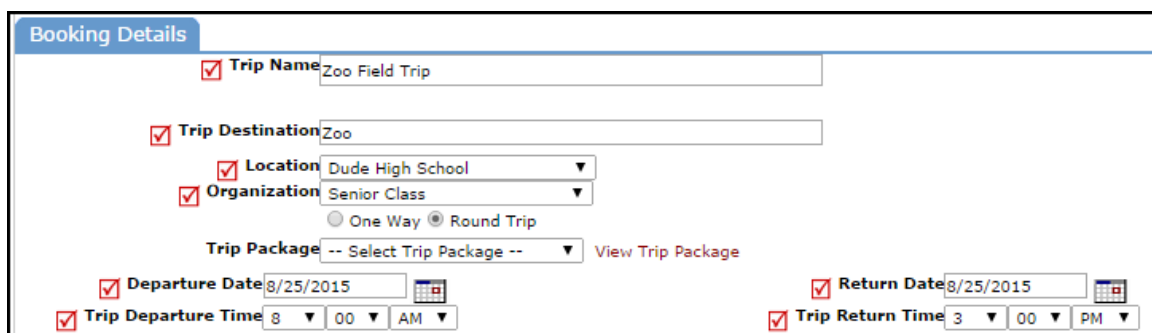
How to Submit a Request

- Make sure you are on the **Trip Request** tab at the top of the screen.

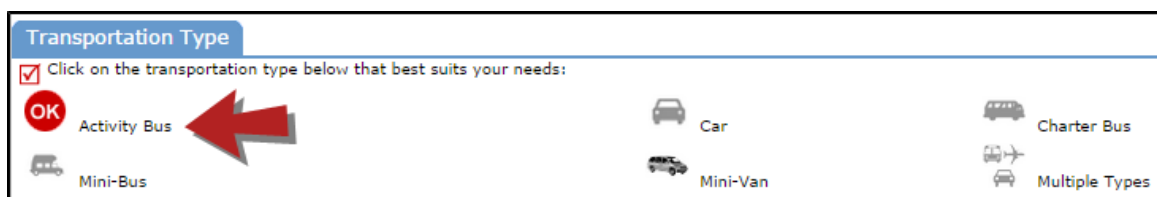


**Note: Any field marked with a red checkmark is a required field.*

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- Enter the **Trip Name** and the **Trip Destination**.
- Select your departing **Location** and the **Organization** taking the trip.
- Choose if your trip is **One Way** or **Round Trip**.
- If you are entering a frequently taken trip, you may be able to select it from the **Trip Package** drop down list.
- Select your trip **Departure and Return Dates and Times**.
- If applicable, select a **Budget Code**.

A screenshot of the 'Booking Details' form. The form is titled 'Booking Details' and contains several fields, each with a red checkmark indicating it is required. The fields are: 'Trip Name' (Zoo Field Trip), 'Trip Destination' (Zoo), 'Location' (Dude High School), 'Organization' (Senior Class), 'Trip Package' (Select Trip Package), 'Departure Date' (8/25/2015), 'Return Date' (8/25/2015), 'Trip Departure Time' (8:00 AM), and 'Trip Return Time' (3:00 PM). There are also radio buttons for 'One Way' and 'Round Trip', and a 'View Trip Package' link.

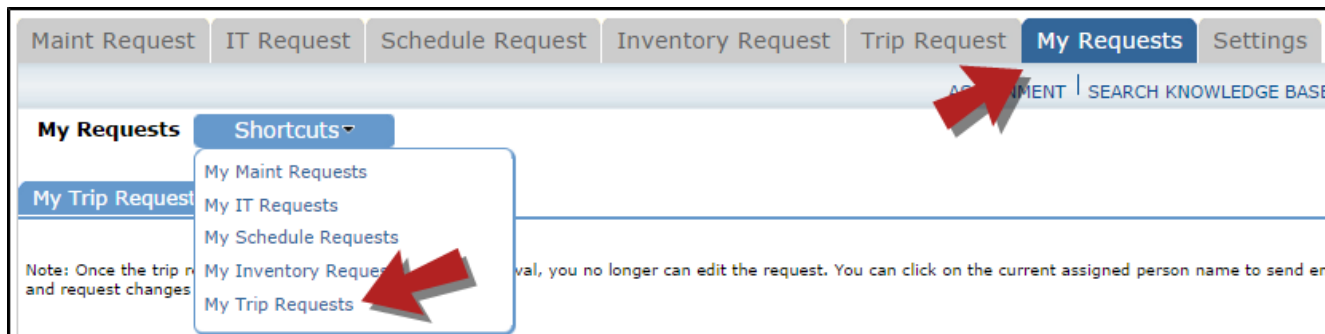
- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the
- Transportation Type description to select it.

A screenshot of the 'Transportation Type' selection screen. The screen is titled 'Transportation Type' and contains a red checkmark and the instruction: 'Click on the transportation type below that best suits your needs:'. There are six options, each with an icon and a text label: 'Activity Bus' (with a red 'OK' circle and a red arrow pointing to it), 'Mini-Bus', 'Car', 'Mini-Van', 'Charter Bus', and 'Multiple Types'.


- Enter the **Trip Contact**. Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.
- Enter the **Number of Students** attending the trip.
- You can add additional information for the trip in the **Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements** boxes.
 - The **Educational Objectives** field is a great place for additional information (such as whether multiple vehicles are needed), as it is easily seen by Administrators during the approval process
- Once the trip request form is completed, enter the submittal **Password** of **password**
- Click on the **Submit Request** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Trip Requests** page you will see up-to-date information on your requests including the current status, trip ID number, and total costs. You can search for any trip request by typing a key word into the **Search** box and clicking **GO**.

Search this results for: [Show All](#)  Print This

1 - 6 of total 6 listed First Previous Next Last

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name	Total Estimated Costs
Departure Date	Return Date Time	# Adults	Educational Objectives	Contact Phone	
Pick Up Location	Drop Off Location	Attendees			
180	Approved	Active	Des Moines	Drama	\$0.00
State Capital	ISU High School	75		sude dude	\$0.00
8/14/2015 9:00 AM	8/14/2015 3:00 PM	5	to gain an appreciation of the state's ...		
		80			
135	Approved	Active	Driver Test 3	Athletic Boosters Club	\$0.00
Driver Test 3	Chatham Central High School	10		Administrator Hayley	\$0.00
1/28/2013 3:00 AM	1/28/2013 7:00 PM	0		919-516-5164	
		10			