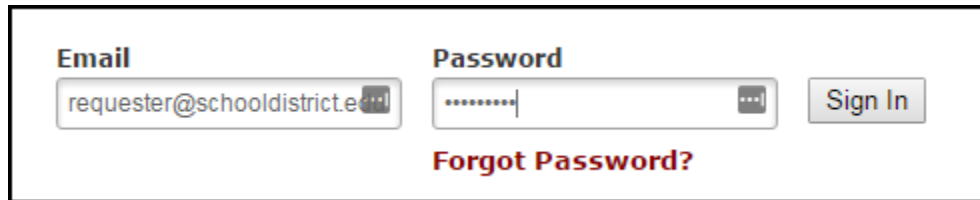


Information for Requesters

MySchoolBuilding Requester Login.

This update requires each Requester to use a personal password when logging in to submit a request. This provides an initial layer of security on top of the Submittal Password used on each request form.



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

Existing Requesters (e.g., have previously submitted work orders, incident, events, etc.) have a default password assigned to their email address, and will be prompted to update the password the first time they log in.

Having trouble as an existing user on www.myschoolbuilding.com?

Try [clearing your cookies](#), or

1. Select **Forgot Password** at the top of the page.
2. Enter your email address and select **Submit**.
3. The screen will now say "Your email is on the way! Check your email for instructions on how to reset your password." (The email could go to your spam folder, so if you do not see an email within 2 minutes, check there.)
4. Open that email and click on the link it provides. Enter a password, confirm the password and select **Reset Password**.
5. Go back to your original screen and enter your email address and your password and select **Sign In**.

It will now take you to the screen you are accustomed to seeing and you may enter new requests in the same manner as always.

New Requesters (e.g., have never submitted an online request) will have the ability to register and will become an official user after their first submission of a work order, IT incident, etc.

Register

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password