Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc…) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on Go.

- **Follow step 2 if you are a first time user 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 **671954563** and click Submit Organization as prompted.

You may also copy this link and paste it into the web address window for your browser:


- 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 1:** This will be filled in with your information from the email address you entered at the sign in screen. Please make sure to include your phone number.

**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 #.
Step 3: Select the icon that best describes your problem and click on it.

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 7: Type in a when you would like the work to be completed (Click on the calendar to choose a date or type in a date in this format 12/06/04) *if available*

Step 8: Type in the submittal password of: **password**

Step 9: Click submit
After you click submit, the screen will refresh and go to the *My Request* Tab.

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.

Click on the *Work Request* Tab to input a new request.