

## 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 **372283635** and click **Submit Organization** as prompted.

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

Copy link from MSB wizard's last step

- 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.

**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 #.

Indicates required information.

**Step 1 Please be yourself, click here if you are not Jill Briley**

**First Name**  **Last Name**  **Email**

**Phone**   **Pager**  **Cellular Phone**

**Step 2 Location**









-- Select Location --

**Building** -- Select Building --

**Area**  **Area/Room Number**

**Step 3:** Select from the drop down list/icon that best describes your problem and click on it.

**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 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 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 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.

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

<input type="checkbox"/> Status <input type="checkbox"/> Area <input type="checkbox"/> Area Number <input type="checkbox"/> Purpose	<input type="checkbox"/> Location <input type="checkbox"/> Building <input type="checkbox"/> Description	<input type="checkbox"/> Action Taken <input type="checkbox"/> Request Date <input type="checkbox"/> Type	<input type="checkbox"/> Complete Date
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).

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