Quick Step Guide for MD Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on Go.

*If you have logged in before please skip to Step 3.

2. If it is the first time your computer has been to the website, enter the Organization Account number 308755968 and click Submit Organization as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.

3. Enter your email address and click Submit.

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

a. Find a blank area on the next page
b. RIGHT click your mouse
c. Select Create Shortcut If Using Internet Explorer or Bookmark This Page if using FireFox.

This will add an icon on your desktop that you can double click or a bookmark to select the next time you want to sign in (allowing you to skip steps one and two).

4. If a RED message pops up noting that it can’t find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.
Filling out the Request Form:

NOTE: ANY FIELD MARKED WITH ✔ IS A REQUIRED FIELD

✔ Step 1: This will be filled in with your information from the email address you entered at the sign in screen. ➔ Please let Physical Plant know if this information is not correct

✔ Step 2: Click on the drop down arrow and highlight a Location that you want the work to be done 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 1 Please be yourself, click here if you are not Walter Dude

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter</td>
<td>Dude</td>
</tr>
<tr>
<td>Phone ✔</td>
<td>Pager</td>
</tr>
</tbody>
</table>

Step 2 Location ✔

- Pacific Tech - North Shore Cam
- Building
- Robotics Bldg.
- Area 3rd Floor

✔ Step 3: Select the 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

Optional steps that may appear on your page:

- Next Step: Type in the best time for a technician to come by if available
- Next Step: Click on the drop down arrow and select a purpose code if available
- Next Step: Use calendar to select a date for when you would like the work to be completed if available
- Next Step: Click the Attach New File link to attach a photo or document detailing the issue if available
<table>
<thead>
<tr>
<th><strong>Step 5</strong></th>
<th>Time Available for Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6</strong></td>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td></td>
<td>[Select Purpose]</td>
</tr>
<tr>
<td><strong>Step 7</strong></td>
<td>Requested Completion Date</td>
</tr>
<tr>
<td></td>
<td>(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)</td>
</tr>
<tr>
<td><strong>Step 8</strong></td>
<td>Attachment</td>
</tr>
<tr>
<td></td>
<td>Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)</td>
</tr>
</tbody>
</table>

- **Next Step:** Type in the submittal password of: `password` - *Use this password until you receive an email with your new password*
- **Last Step:** Click submit
My Request Tab

After you click submit on the request form, the screen will refresh to the My Request Tab.

On this screen you will see up-to-date information on your request including:

- Status
- work order number for referencing
- The date you requested the work
- Any Action Taken notes added by the technician on the progress of the work order
- And a Completion Date once the work has been completed

TIPS:

A. In the Request Totals section (on the right hand side of the above screen), you can click on the number next to the status description to see all request marked with that status.
B. 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).
C. Click on the Work Request Tab to input a new request.

If you need any assistance, please call our Client Service Center @ 877-883-8337 or send an email to support@schooldude.com.