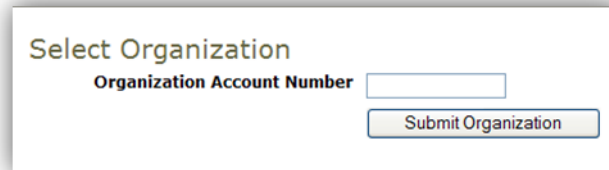# Quick Step Guide for Requesters
Legacy Traditional Schools

To register yourself as a Requester you must:

- Open your Internet Browser (Internet Explorer, Firefox etc…) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.

- If prompted, enter the Organization Account Number **940058624** and click **Submit Organization**.
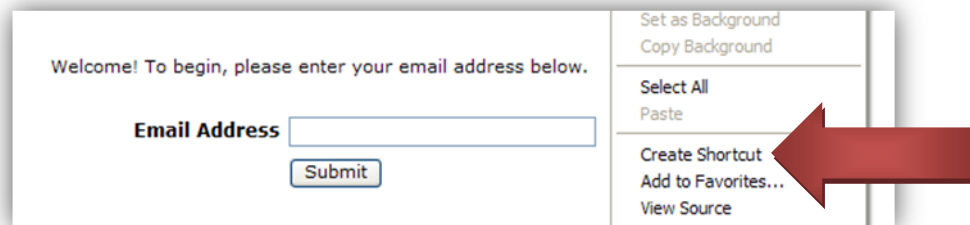

You may also copy this link and paste it into the web address window for your browser:

https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=940058624

This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the 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 you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name and contact numbers if desired. Click Submit again and you will come to the work order form.

To enter a work request:

Note that all required fields have a red box and check mark next to them.

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 to select the *Location* of the work. Follow the same steps for *Building* (if available) and *Area* (if applicable), and enter the *Area/Room Number*.

Step 3: Select the category that best describes your problem and click on the icon or select the item from the drop down box, whichever format is listed on your page.
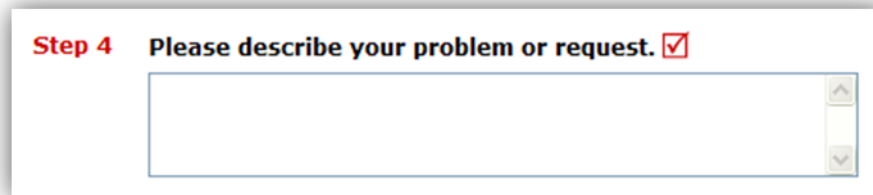
Step 4: Type in your description of the problem.

*After Step 4, some selections may or may not be included on your organization's form and so the numbering may change. Fill out the applicable steps if available and/or required:

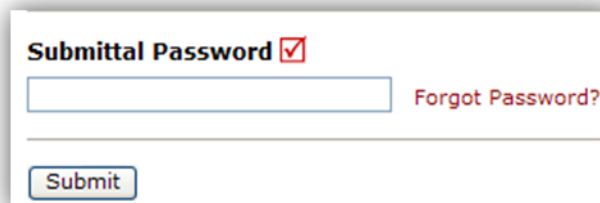***Time Available:*** Type in the best time for a maintenance technician to come by.

Purpose Code: Click on the drop down arrow and select a purpose code.

Requested Completion Date: Enter the date by which you would like the work completed.

Budget Code: Select a Budget.

File Attachment: A maximum of two files with a size limit of 3MB each may be attached to each work order.

Submittal password (always a required step): Enter **legacy** then click the submit button and your work order will be routed to the appropriate person.

If you have questions or need assistance, please contact our Client Service Center:
877-883-8337
-OR-
support@schooldude.com