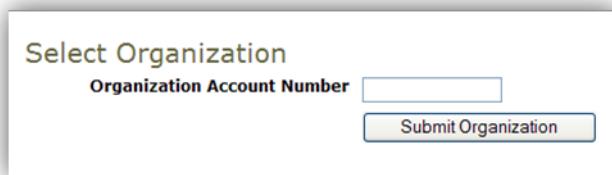


Quick Step Guide for Requesters

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**.



Select Organization

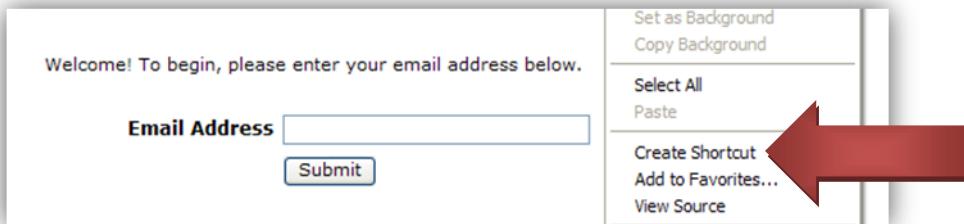
Organization Account Number

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 2 Location

-- Select Location --

Building

-- Select Building --

Area

-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

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 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

	Athletic Fields		Carpentry		Climate Control		Custodial
	Doors and Hardware		Electrical		Event Setup		Food Service Delivery
	General Maintenance		Grounds		Heating/Ventilation /Air Conditioning		Inspections
	Key and Lock		Kitchen Equipment		Kitchen Repair		Lighting
	Locker Repair		Miscellaneous		Office Furnishings		Operational Services
	Painting		Pest Control		Playground		Plumbing
	Pool		Recycling		Restrooms		Roof
	Supplies		Telephone Service		Utilities		Vehicle Maintenance
	Warehouse		Windows				

Step 4: Type in your description of the problem.

Step 4 Please describe your problem or request.

*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.

Submittal Password

[Forgot Password?](#)

Submit

If you have questions or need assistance, please contact our Client Service Center:

877-883-8337

-OR-

support@schooldude.com



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM