Quick Step Guide for Requesters

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

• *Follow the next few steps 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 **652147715** and click Submit Organization as prompted.

You may also copy this link and paste it into the web address window for your browser for your intranet (Your IT Department can assist you with this):


• 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 Area box if available. Also be sure to type in your Area description or Room #.

*Step 3:* Select the craft name that best describes your problem and click on it.
Step 4: Type in your description of the problem
Step 5: Type in when the best time would be for a technician to come by if available.  
Step 6: Type in a date that you would like the work to be completed if available.

Step 7: Type in the submittal password of: **password**

Step 8: 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. (ex: keys would pull up any request dealing with keys).

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