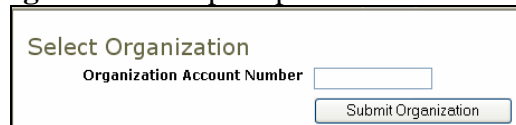


Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in 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

[924322674](http://www.myschoolbuilding.com)

- and click **Submit Organization** as prompted.

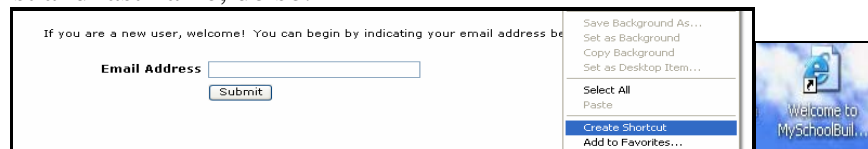


Select Organization
Organization Account Number

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

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=924322674>

- 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.



If you are a new user, welcome! You can begin by indicating your email address by...

Email Address

Save Background As...
Set as Background
Copy Background
Set as Desktop Item...
Select All
Paste
Create Shortcut
Add to Favorites...

Welcome to MySchoolBuil...

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 Jill	Last Name Briley	Email brileyj@lake-travis.txed.net
Phone <input checked="" type="checkbox"/> 533-6060	Pager 	Cellular Phone

Step 2 Location


-- Select Location --









Building
-- Select Building --

Area
Classroom

Area/Room Number
302

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

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
-- Select 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.

The screenshot shows a web interface for managing requests. At the top, there are navigation tabs: 'Work Request', 'Schedule Request', 'My Requests' (which is active), 'My Settings', and 'Help'. Below the tabs, there are links for 'My Work Requests' and 'My Schedule Requests'. The main heading is 'My Work Requests'. A note states: '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.' There is a search bar with the text 'Search for "' and a 'GO' button. Below the search bar, it says 'Search this results for:' followed by a text input field, a 'GO' button, and a 'Show All' link. A printer icon is also present. Below the search bar, it says '1 - 10 of total 71 listed'. There are navigation arrows for 'Previous 10' and 'Next 10'. The main content is a table with the following columns: Status, Location, Action Taken, and Complete Date. The table has one row of data.

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility 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.	No Action Note 11/18/2004	11/19/2004

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.