

Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number **448530365** then click on Submit Organization. Or you can use the following link to access the login page:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=448530365>

- If you have been to this website before and have entered a work order request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.

Welcome! To begin, please enter your email address below.

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.

Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.
Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

Follow these steps to enter your work order request

Step 1:

This will be filled in with your information from when you initially registered yourself.

Step 2:

Click on the drop down arrow and highlight a **Location** that you want the work to be done at. Follow the same steps for **Building** and **Area** (*if selections are available). Also be sure to **type** in your Area description and/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@laketravis.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 from the type of work needs to be completed. You will be able to select from a drop-down menu or click on the icon.



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 8: Type in the submittal password of **oriele**

Step 9: Click submit

After you click submit, the screen will refresh and go to the **My Request** Tab.

Work Request | Schedule Request | **My Requests** | My Settings | Help

My Work Requests | My Schedule Requests |

My Work Requests

Request Totals
14 Complete

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.

Search for "

Search this results for: [GO](#) [Show All](#)

1 - 10 of total 71 listed

◀ Previous 10 Next 10 ▶

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

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 to the status description to see all requests marked with that status. You can also search for any work order request by typing in a key word in the **Search** box and clicking **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.