

Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type 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 [272139287] and click **Submit Organization** as prompted.

Select Organization

Organization Account Number

- 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...



1. The Maintenance Request form will appear. If you have an IT problem, please click on IT request.

Maint Request
IT Request
Schedule Request
My Requests
My Settings
Help

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 <input type="text" value="Jill"/> | Last Name <input type="text" value="Briley"/> | Email <input type="text" value="brileyj@laketravis.txed.net"/> |
| Phone ☑ <input type="text" value="533-6060"/> | Pager <input type="text"/> | Cellular Phone <input type="text"/> |

Step 2 Location ☑

-- Select Location --

Building

-- Select Building --

Area

Area/Room Number ☑

Step 3: Select the icon that best describes your problem and click on it.

Step 3 Select Problem Type:

 **Technology Help Desk:**
 Click [here](#) for Technology Emergency Contacts
 Click on the problem type below that best describes your issue.

 Computer Services
  Information Technology
  Projector

Step 4: Type in your description of the problem

Step 4 Please describe your problem or request.

Step 5: If the equipment you are having trouble with has a tag number type in that tag number here. If you do not see a tag number or know where to look for one, please leave this box blank.

Step 5 Tag Number

Step 8: Type in the submittal password of: **[risd]**

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

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.

Request Totals

14 Complete

Search for "

Search this results for:
 Show All


1 - 10 of total 71 listed

◀ Previous 10
Next 10 ▶

| <input type="checkbox"/> Status <input type="checkbox"/> Area <input type="checkbox"/> Area Number <input type="checkbox"/> Purpose | <input type="checkbox"/> Location <input type="checkbox"/> Building <input type="checkbox"/> Description | <input type="checkbox"/> Action Taken <input type="checkbox"/> Request Date <input type="checkbox"/> Type | <input type="checkbox"/> Complete Date |
|--|---|---|--|
| Complete General Maintenance | 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 to the 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.