

How Do I Submit a Maintenance Work Order?

This help aid demonstrates how students to submit a work order for the Maintenance department.

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on **Go**.

****If you have logged in before please skip to Step 3.***

2. If it is the first time your computer has been to the website, enter the Organization Account number 1937188864 and click **Submit Organization** as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.



- You may also copy this link and paste it into the web address window:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=1937188864>

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- a. Find a blank area on the next page
- b. RIGHT click your mouse
- c. Select **Create Shortcut**.

This will add an **icon** on your desktop that you can double click the next time you want to sign in (allowing you to skip steps one and two).

3. Enter your email address and click **Submit**.
4. If a RED message pops up noting that it can't find the indicated email address, enter your **last name** and click **Submit**. Then enter your **first name**, on the next page, and click **Submit**.

Filling out the Request Form

NOTE: ANY FIELD MARKED WITH IS A REQUIRED FIELD

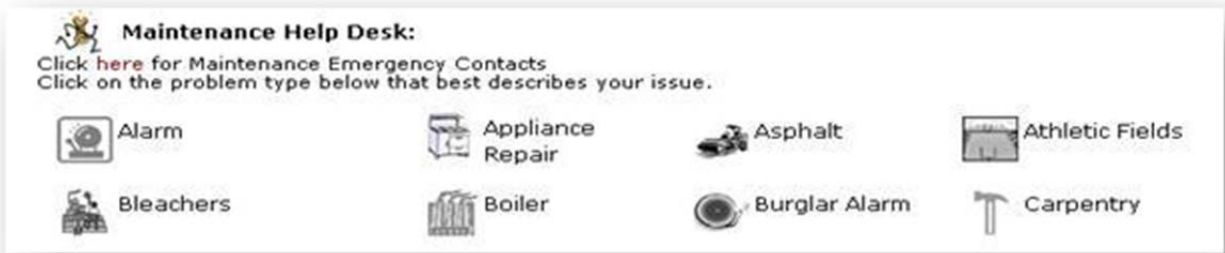
Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done 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 #**.

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



☑ **Step 4:** Type in your description of the problem

Optional steps that may appear on your page:

Next Step: Type in the best time for a technician to come by *if available*

Next Step: Click on the drop down arrow and select a purpose code *if available*

Next Step: Use calendar to select a date for when you would like the work to be completed *if available*

Next Step: Click the Attach New File link to attach a photo or document detailing the issue *if available*

The screenshot shows a form with four sections:

- Step 5 Time Available for Maintenance:** A text input field.
- Step 6 Purpose:** A dropdown menu with the text '-- Select Purpose --' and a downward arrow.
- Step 7 Requested Completion Date:** A date picker field with a calendar icon. Below it, text reads: '(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)'
- Step 8 Attachment:** A link labeled 'Attach New File' with the text '(Maximum allowed is two attachments with a size of 3MB or less per file.)'

☑ **Next Step:** Type in the submittal password of: starkstate

☑ **Last Step:** Click submit

My Request Tab

After you click submit on the request form, the screen will refresh 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:

- Status
- work order number for referencing
- The date you requested the work
- Any Action Taken notes added by the technician on the progress
- And a Completion Date once the work has been completed

TIPS:

- A. In the Request Totals section (on the right hand side of the above screen), you can click on the number next to the status description to see all request marked with that status.
- B. 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).
- C. Click on the **Work Request** Tab to input a new request.

If you need any assistance, please call our Client Service Center @ 877-883-8337 or send an email to support@schooldude.com.