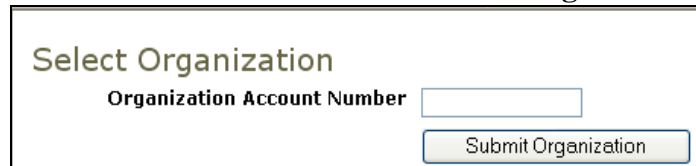


## Quick Step Guide for Requesters

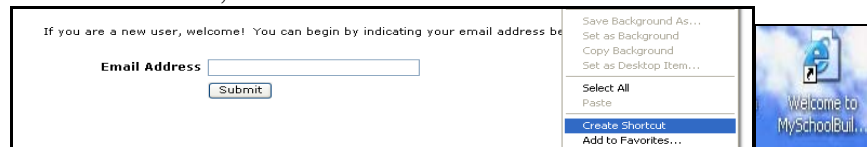
- Open your Internet Browser (Internet Explorer, Netscape etc...) and type [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on **Go**.
  - *Follow step 2 if you are a first time user or if asked to enter an Organization Account Number.*
- If it is the first time your computer has been to the website, enter the Organization Account number **237167125** and click **Submit Organization** as prompted.



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

<http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=237167125>

- 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.



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



**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**


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




**Step 2 Location**

<input type="text" value="-- Select Location --"/>	
<b>Building</b>	
<input type="text" value="-- Select Building --"/>	
<b>Area</b>	<b>Area/Room Number</b> <input checked="" type="checkbox"/>
<input type="text" value="Classroom"/>	<input type="text" value="302"/>

**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: **itsupport**

**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](#)

<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.