

MaintenanceDirect Requester Guide

How to Register/Log in

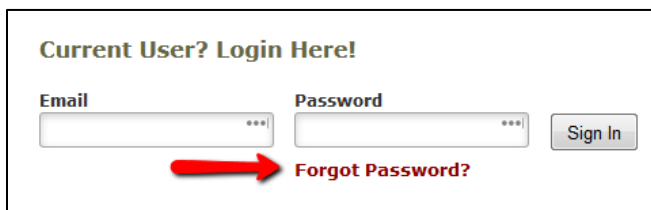
- 1.) Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=982664081>

****If you have put in requests in the past and are a current requester, follow the steps listed below to create your own unique password to get logged into your MySchoolBuilding account to submit your schedule request.**

Existing Requesters:

1. Click on this link: <http://www.myschoolbuilding.com>
2. Select **Forgot Password** at the top of the page.



The screenshot shows a login form titled "Current User? Login Here!". It contains two input fields: "Email" and "Password", both with masked characters (dots). To the right of the "Password" field is a "Sign In" button. Below the "Email" field, a red arrow points to the text "Forgot Password?".

3. Enter your email address and select **Submit**.
4. The screen will now say "Your email is on the way! Check your email for instructions on how to reset your password." (It could go to your spam folder so if you don't see it, check there.)
5. Open that email, click on the link it provides, enter a password, confirm the password and select **Reset Password**.
6. Go back to your original screen and enter your email address and your password and select **Sign In**.
7. It will now take you to the screen you are used to seeing before today and you can enter work orders the same way you did before.

PLEASE NOTE: The password you are setting to log into the requester page must be different from the submittal password (myworkorder), which will save your request.

- If you are submitting your first request, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form. **Note: Your registration will be complete after you submit your first work request.*

- Enter the **Account Number** provided by your Administrator: **982664081**
- Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
- Click **Register** to go to the work order request form.

The registration form is titled "Never Submitted a Request? Register Here!" and includes an upward-pointing arrow icon. It contains the following fields and elements:

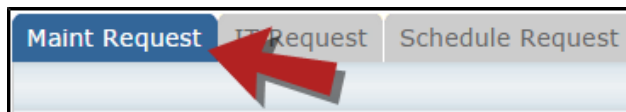
- Account Number: A single text input field.
- First Name and Last Name: Two side-by-side text input fields.
- Phone Number: A single text input field.
- Email: A single text input field.
- New Password: A single text input field.
- Confirm Password: A single text input field.
- Register: A button located below the Confirm Password field.
- Instructions: A note below the New Password field stating "Passwords are case sensitive and must be at least six characters long."

The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

How to Submit a Request

- Make sure you are on the **Maint Request** tab at the top of the screen.



**Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- **Step 3:** Select the Problem Type that best describes the request/issue you are reporting.

- **Step 4:** Type in a description of the problem.

- **Step 5:** If you have a requested completion date, go ahead and enter that date in this step.
- **Step 6:** Type in the **Submittal Password**. **myworkorder**
- **Step 7:** Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key work into the **Search** box and clicking **Go**.

My Maint 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.

Search for **GO** [Show All](#)

Request Totals
 1 New Request
 1 Work In Progress

1 - 2 of total 2 listed

| Status | Location | Action Taken | Complete Date |
|--|---|--|---------------|
| <input type="checkbox"/> WOID <input type="checkbox"/> Area <input type="checkbox"/> Area Number <input type="checkbox"/> Purpose | <input type="checkbox"/> Building <input type="checkbox"/> Description | <input type="checkbox"/> Assigned To <input type="checkbox"/> Request Date <input type="checkbox"/> Type | |
| New Request 157 Classroom Room 125 | ABC High School The printer in the classroom isn't working. | No Action Note 5/17/2012 | |
| Work In Progress 149 Classroom Room 123 | ABC High School The heat is not working in this room. It is very cold! | No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning | |

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