

Entering a Work Order Request

1. Once you have logged into myschoolbuilding.com, you will be asked to create an account. Fill in the required information, then click submit.
2. To enter a work order request, follow the prompts on screen.
 - a. **Step 1- Verify Your Account Information.** You must enter a phone number in this section. This will allow our maintenance staff to contact you if additional information is needed to complete your work request.
 - b. **Step 2- Enter the Location and Building Information.** Use the down arrow at the right of the drop down menu to select the location and corresponding building associated with your request. You must manually enter an area/room number as there is no drop down menu for this field.
 - c. **Step 3- Select the Problem Type.** Click on the icon that best describes the nature of your request (i.e. Click on the light bulb icon next to “Electrical” if you have an issue with lighting).
 - d. **Step 4- Describe Your Request.** In this field, please describe the nature of your problem or request. Please include any information you think will help our maintenance staff address your request promptly and completely.
 - e. **Step 5- Include an Attachment.** Click on “Attach New File” if you would like to include a file such as a picture or diagram that will help demonstrate or explain your request.
 - f. **Step 6- Enter the Submittal Password.** For everyone, the submittal password is **newuser**.
 - g. **Step 7- Submit.** Click submit to send your request to the maintenance staff. You will receive automatic email notifications of the receipt of your request as well as any changes in the status unless you modify your notification settings.
3. To enter another work order, click on the blue “Maint Request” tab at the top of the page to refresh the screen. Follow steps 1-5 again.