

# Quick Step Guide for MaintenanceDirect Requesters

## How to Register/Log in

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Press the Enter key or click on **Go**. Enter the account number **547190272** then click on **Submit Organization**. Or you can use the following link to access the login page:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=547190272>

**HELPFUL INFORMATION:** You can 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.

- 2) You will be prompted to enter your email address then click **Submit**. If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".

Welcome! To begin, please enter your email address below.

**Email Address**

- 3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

**Email Address**

**We cannot find the indicated email address.**

**Please either correct the email address or enter your last name below if you are a new requester.**

**Last Name**

- 4) Enter your first name then click **Submit**. The Phone, Cell Number, and Pager fields are optional; however you may be required to enter your phone number on the next page.

|  |  |
|--|--|
| <b>First Name</b> <input checked="" type="checkbox"/>    | <b>Last Name</b> <input checked="" type="checkbox"/> |
| <input type="text" value="Requester"/>                   | <input type="text" value="Smith"/>                   |
| <b>Email Address</b> <input checked="" type="checkbox"/> |  |
| <input type="text" value="requester@dude.nett"/>         |  |
| Phone Number   | Pager  |
| <input type="text"/>                                     | <input type="text"/>                                 |
| Cellular Phone   |  |
| <input type="text"/>                                     |  |
| <input type="button" value="Submit"/>                    |  |



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## How to Submit a Request

NOTE: ANY FIELD MARKED WITH  IS A REQUIRED FIELD

- Step 1:** This will be filled in with your contact information according to how it was entered upon registration.
- Step 2:** Click on the drop down menu next to **Location** and make your selection. This will indicate where the work will be performed.
  - Follow the same steps for **Building** and **Area** (\*if selections are available).
  - Be sure to type in your **Area/Room Number**.

**Step 1** Please be yourself, click [here](#) if you are not Requester Dude

|  |   |  |
|--|---|--|
| <b>First Name</b><br><input type="text" value="Requester"/>              | <b>Last Name</b><br><input type="text" value="Dude"/> | <b>Email</b><br><input type="text" value="requester@dude.nett"/> |
| <b>Phone</b> <input checked="" type="checkbox"/><br><input type="text"/> | <b>Pager</b><br><input type="text"/>                  | <b>Mobile Phone</b><br><input type="text"/>                      |

**Step 2** **Location**


High School

**Building**  
-- No Building Available --

**Area**  
Classroom

**Area/Room Number**   
Room 202

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

 **Maintenance Help Desk:**

Click [here](#) for Maintenance Emergency Contacts  
Click on the problem type below that best describes **issue**.

**OK** Heating/Ventilation /Air Conditioning

Event Setup  Pest Control  Plumbing

Security

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

**Step 4** Please describe your problem or request.



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**Optional steps that may appear on your page:** (Some may be **required**)

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

**Next Step:** Click on the drop down arrow and select a **Purpose Code**.

**Next Step:** Use calendar to select a **Requested Completion Date**.

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

|               |  |
|---------------|--|
| <b>Step 5</b> | <b>Time Available for Maintenance</b><br><input type="text"/>  |
| <b>Step 6</b> | <b>Purpose</b><br>-- Select Purpose -- <input type="button" value="v"/>  |
| <b>Step 7</b> | <b>Requested Completion Date</b><br><input type="text"/> <input type="button" value="calendar"/><br>(A valid date is required. Text is not accepted, but you may leave it blank. Click <a href="#">here</a> for assistance in date entry.) |
| <b>Step 8</b> | <b>Attachment</b><br><a href="#">Attach New File</a> (Maximum allowed is two attachments with a size of 3MB or less per file.)   |

**Next Step:** Type in the **Submittal Password** of: **lions**

**Last Step:** Click the **Submit** button.

|               |   |
|---------------|---|
| <b>Step 5</b> | <b>Submittal Password</b> <input checked="" type="checkbox"/> |
|               | <input type="text"/> <a href="#">Forgot Password?</a>         |
| <b>Step 6</b> | <input type="button" value="Submit"/>                         |



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## My Requests 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 request 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.

| Status      | WOID | Area | Area Number | Location        | Description         | Action Taken   | Request Date | Type        | Complete Date |
|-------------|------|------|-------------|-----------------|---------------------|----------------|--------------|-------------|---------------|
| New Request | 106  |      |             | Amy High School | Submittal Password? | No Action Note | 11/28/2012   | Event Setup |               |

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 of the progress of the work order.
- A **Completion Date** once the work has been completed.

### TIPS:

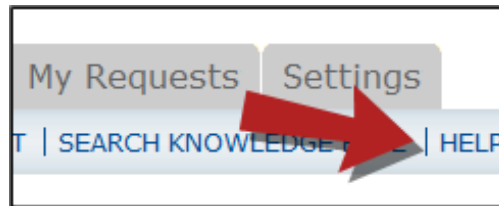
- In the **Request Totals section** (on the right hand side of the screen) you can click on the number next to the status description to see all request marked with that status.
- You can search for any work order request by typing in a keyword in the box next to **Search this results for** then click on **GO**. This will pull up any of your requests according to the keyword that you searched for. (Example: If you types in "Keys", it would have pulled up any request dealing with keys).
- Click on the **Work Request** Tab to input a new request.



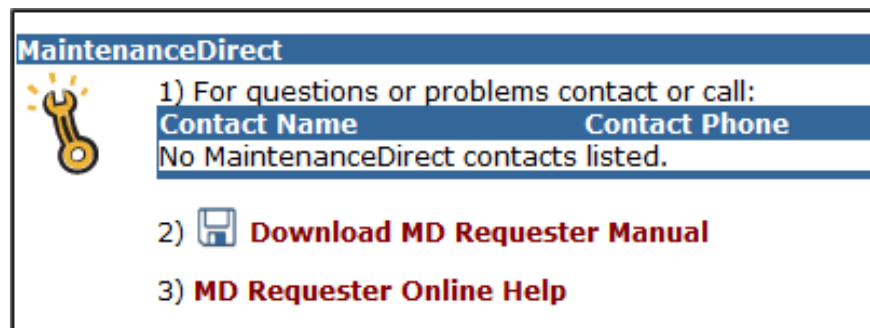
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## Need Help?

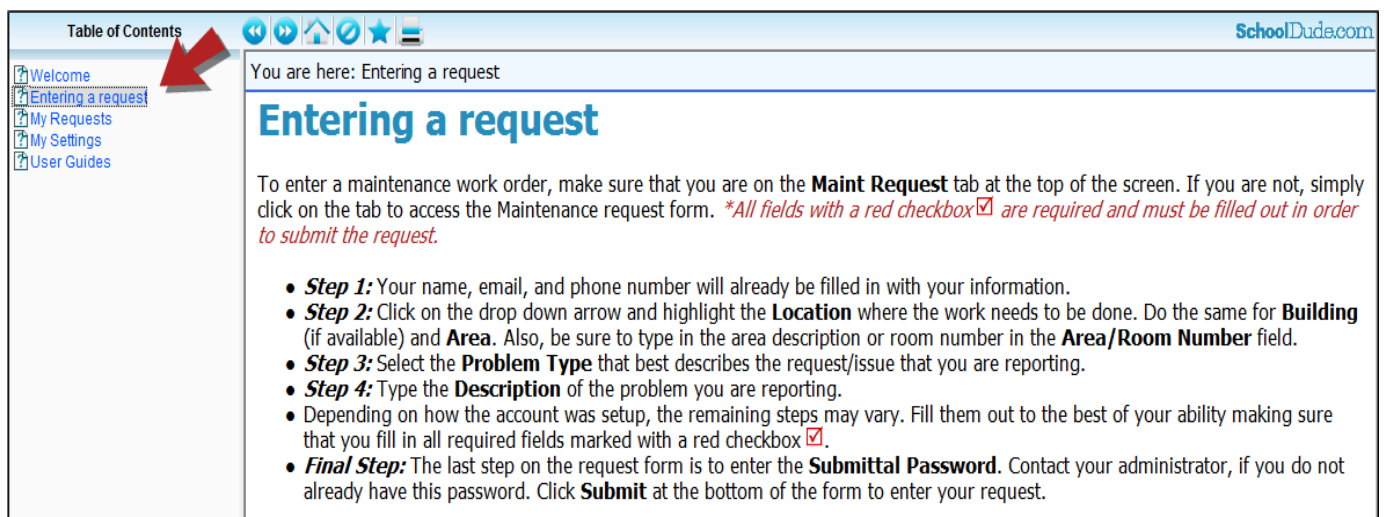
There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.



Once you click on Help link, you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the MaintenanceDirect Requester Manual as well as being able to access the Online Help page.

A screenshot of the MaintenanceDirect help page. It features a wrench icon and a list of three items: 1) For questions or problems contact or call: Contact Name Contact Phone No MaintenanceDirect contacts listed. 2) Download MD Requester Manual 3) MD Requester Online Help

If you select the **MD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page. In the **User Guides** section you will find an interactive help movie which will walk you through the steps of entering in a new request.

A screenshot of the 'Entering a request' help page. The page has a 'Table of Contents' sidebar on the left with a red arrow pointing to the 'Entering a request' link. The main content area is titled 'Entering a request' and contains instructions on how to enter a maintenance work order, including a list of steps: Step 1: Your name, email, and phone number will already be filled in with your information. 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 that you are reporting. Step 4: Type the Description of the problem you are reporting. Depending on how the account was setup, the remaining steps may vary. Fill them out to the best of your ability making sure that you fill in all required fields marked with a red checkbox. Final Step: The last step on the request form is to enter the Submittal Password. Contact your administrator, if you do not already have this password. Click Submit at the bottom of the form to enter your request.

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