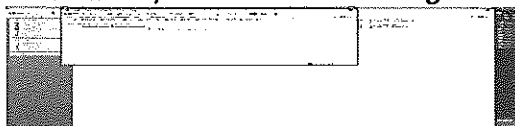


Quick Step Guide for MD Requesters

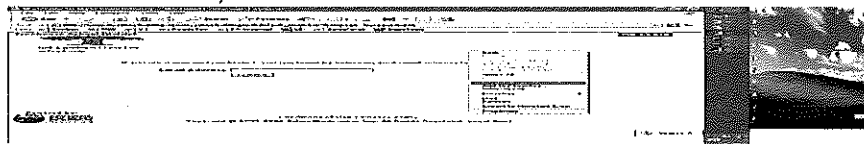
- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
- **Follow step 2 if you are a first time user or if asked to enter an Organization Account Number.**
- If it is the first time your computer has been to the website, enter the Organization Account number (**430642712**) and click **Submit Organization** as prompted.



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

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=430642712>

- 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.



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

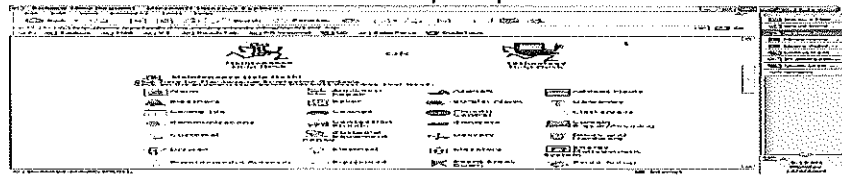
Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for **Building** and **Area** **if selections are available*. Also be sure to **type** in your Area description or Room #.

 A screenshot of a web browser window showing the Myschoolbuilding.com maintenance request form. The page has a header with the site name and a navigation bar. The main content area contains a form with the following sections:

- Welcome to Lake Travis ISD Maintenance Request Service**
- Step 1: Please be yourself, click here if you are not JIM or JIMMY**
 - First Name: [text box]
 - Last Name: [text box]
 - Phone No: [text box]
 - Cellular Phone: [text box]
- Step 2: Location**
 - Location: [drop down menu]
 - Building: [drop down menu]
 - Area: [drop down menu]
 - Area/Room Number: [text box]
- Step 3: Select Problem Type**
 - Maintenance [radio button]
 - OR
 - Technology [radio button]

 At the bottom of the form, there are two buttons: 'Maintenance Help Desk' and 'Technology Help Desk'.

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



Step 4: Type in your description of the problem

Step 5: Type in the best time for a technician to come by *if available*

Step 6: Click on the drop down arrow and select a purpose code *if available*

Step 7: Type in a when you would like the work to be completed (Click on the calendar to choose a date or type in a date in this format **04/02/08**) *if available*

Step 8: Type in the submittal password of: **lcps**

Step 9: Click Submit

After you click submit, the screen will refresh and go to the **My Request** Tab.

My Work Requests | My Schedule Requests | Request Totals 14 Complete

Notes: 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: Show All

1 - 10 of total 71 listed

Status	Area	Location	Building	Description	Action Taken	Request Date	Type	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	11/10/2004		11/19/2004
Complete		Maintenance Facility			I filled the tank			11/15/2004

Done Internet

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.