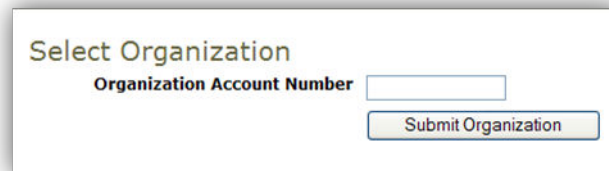


## Quick Step Guide for Requesters Auburn University – Montgomery

### To register yourself as a Requester:

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on **Go**.
- If it is the first time your computer has been to the website, enter the Organization Account Number **900004109** and click **Submit Organization** as prompted.

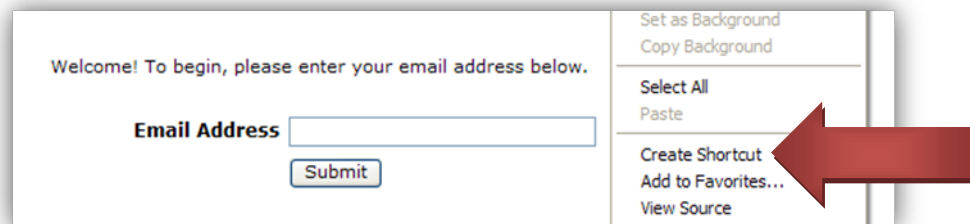


You may also copy this link and paste it into the web address window for your browser:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=900004109>

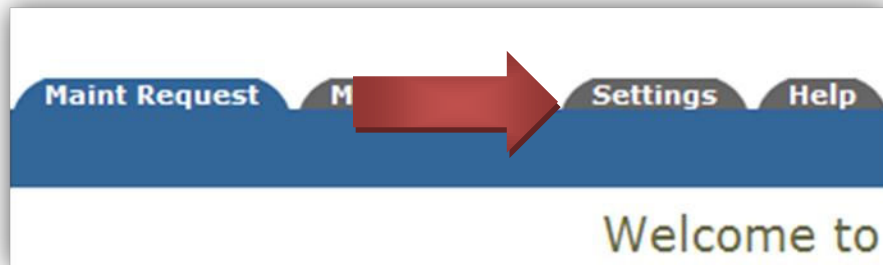
This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the 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 you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name which is required and contact numbers if desired.

Once you have entered your information, you will come to the work request form. If you do not need to submit a request and simply want to add yourself as a Requester, click on the Settings tab.



At the bottom of the screen, enter the submittal password of **password** and click on Submit. You are now entered as a Requester in MaintenanceDirect.

A screenshot of a form with two input fields. The first field is labeled 'Cellular Phone' and the second is labeled 'Password'. Below the fields is a 'Submit' button.

### To enter a work request:

**Note that all required fields have a red box and check mark next to them.**



Click on the Work Request Tab and follow the steps to submit your work order.

**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 enter your Area description or Room #.

**Step 2 Location**

-- Select Location --

**Building**

-- Select Building --

**Area**

-- Select Area --

**Area/Room Number**

Yes, remember my area entries for my next new request entry.

\*Note\* When entering more than one request at a time without logging out, your location will be set to a default. A red link to the right of the location will appear that says [Change Location](#) should you need to enter a request for a different location. There is also a box under step 2 that says [Yes, remember my area entries for my next new request entry](#). If this box is checked, the Area and Area/Room Number entries for the next request will be saved. Once you log out and log back into MySchoolBuilding, everything will be reset and Locations, Area, and Area/Room Number will need to be selected again.

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

**Step 3 Select Problem Type:**

**Maintenance Help Desk:** Click on the problem type below that best describes your issue.

|                     |                   |                                       |                       |
|---------------------|-------------------|---------------------------------------|-----------------------|
| Athletic Fields     | Carpentry         | Climate Control                       | Custodial             |
| Doors and Hardware  | Electrical        | Event Setup                           | Food Service Delivery |
| General Maintenance | Grounds           | Heating/Ventilation /Air Conditioning | Inspections           |
| Key and Lock        | Kitchen Equipment | Kitchen Repair                        | Lighting              |
| Locker Repair       | Miscellaneous     | Office Furnishings                    | Operational Services  |
| Painting            | Pest Control      | Playground                            | Plumbing              |
| Pool                | Recycling         | Restrooms                             | Roof                  |
| Supplies            | Telephone Service | Utilities                             | Vehicle Maintenance   |
| Warehouse           | Windows           |                                       |                       |

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

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

**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*.

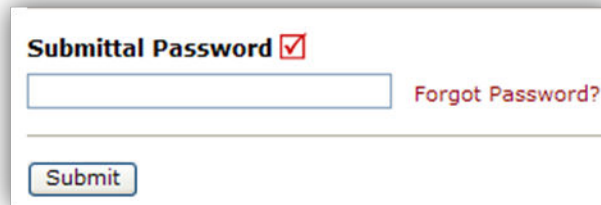
**Step 7:** Type in a when you would like the work to be completed *if available*. You may click on the calendar to choose a date or type in a date in this format: **12/06/04**, but you may not type text into this field.

**Step 8:** Select a Budget *if available*.

**Step 9:** Add an attachment *if available*. You may only add two attachments no larger than 3MB each.

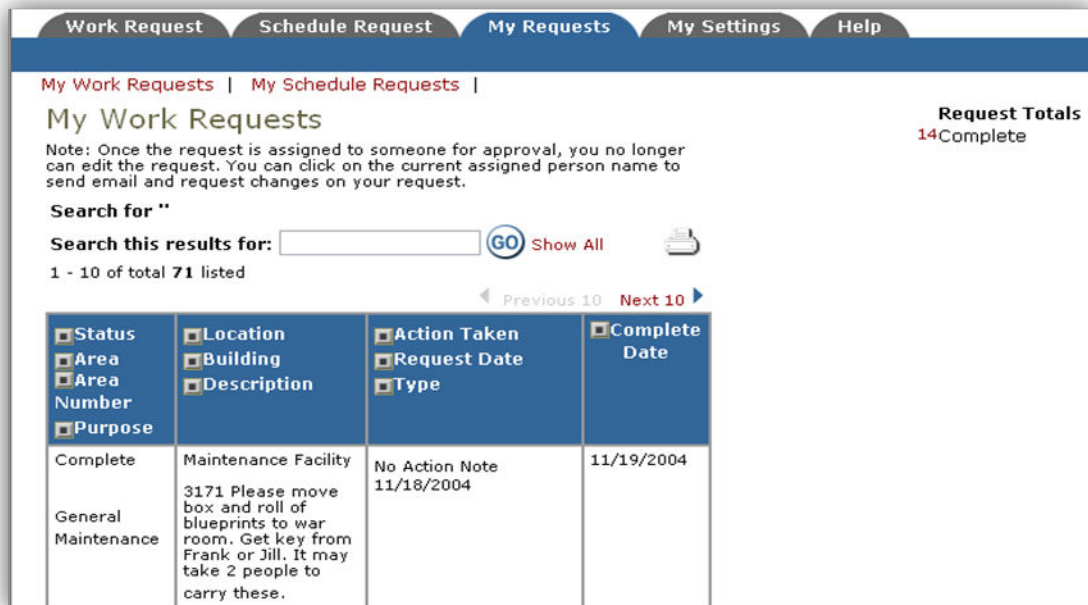
**Step 10:** Type in the submittal password of: **password**

**Step 11:** Click submit.



A screenshot of a web form titled "Submittal Password" with a checked checkbox. Below the title is a text input field and a "Forgot Password?" link. At the bottom is a "Submit" button.

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



A screenshot of a web application interface showing a navigation bar with tabs: "Work Request", "Schedule Request", "My Requests", "My Settings", and "Help". Below the navigation bar, there are links for "My Work Requests" and "My Schedule Requests". The main heading is "My Work Requests". A note states: "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." There is a search bar with the text "Search for """, a "GO" button, and a "Show All" link. Below the search bar, it says "1 - 10 of total 71 listed". There are navigation arrows for "Previous 10" and "Next 10". A table displays the request details.

| Status              | Location  | Action Taken   | Complete Date |
|---------------------|---|----------------|---------------|
| Complete            | Maintenance Facility  | No Action Note | 11/19/2004    |
| General Maintenance | 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. | 11/18/2004     |               |

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 gray box with a black dot in it next to any of the information listed in the blue bar to sort all requests in ascending or descending order by that information.

You can also 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. For example, typing keys would pull up any request dealing with keys.

Click on the **Work Request** Tab to input a new request.