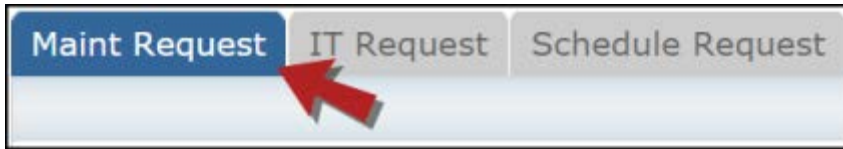


## How to SUBMIT a MAINTENANCE WORKORDER

Open your Internet Browser (Google Chrome recommended). Click on the following link, or copy and paste it into the web browser: <https://www.myschoolbuilding.com/sso/default.aspx?acctnum=541059514>

- **Login with your computer credentials;** make sure you are on the **MAINTENANCE Request** tab at the top of the screen.

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



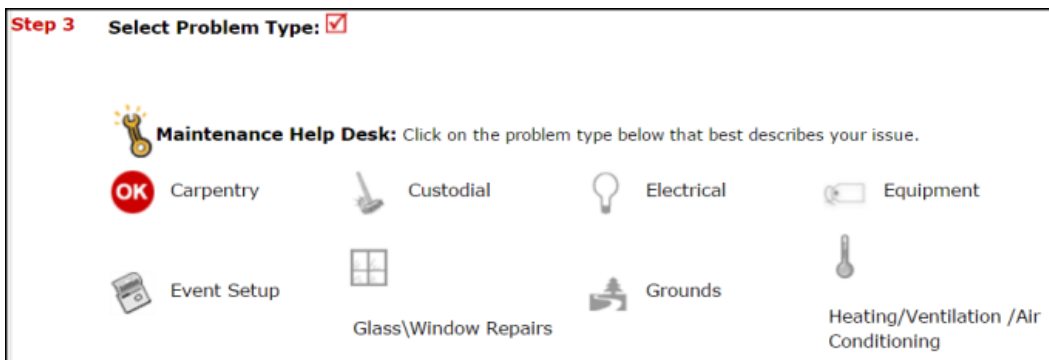
\*Note: Any field marked with a red checkmark (☑) is a required field.

**Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.

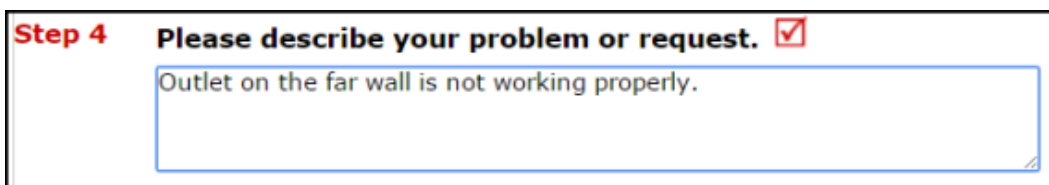
**Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** and **Area** (if available). Also, be sure to type in the area description or room number in the **Area/Room Number** field.



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



**Step 4:** Type in a **Description** of the problem.

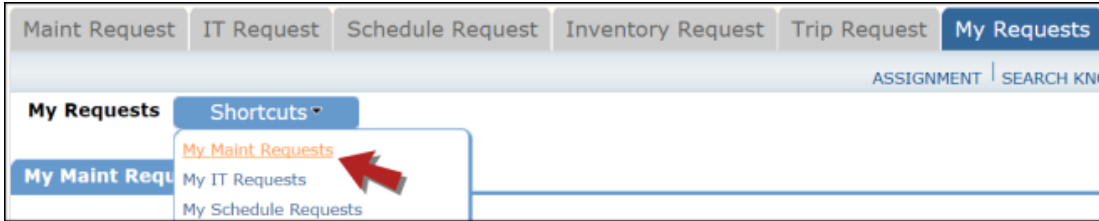


**Step 5:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).

**Step 6:** Click the **Submit** button.

## View your MAINTENANCE WORKORDERS

- 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**.



- On the My Requests page you will see up-to-date information on any requests you have entered into the system; 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**.
- You can print out a listing of your requests by clicking on the printer icon.

My Maint Requests			
<p>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.</p> <p>Search for " <input type="text"/> <input type="button" value="GO"/> <input type="button" value="Show All"/> <input type="button" value="Print"/></p> <p>Search this results for: <input type="text"/> <input type="button" value="GO"/> <input type="button" value="Show All"/> <input type="button" value="Print"/></p> <p>1 - 10 of total 20 listed</p> <p style="text-align: center;">Previous 10 Next 10</p>			
<p><b>Status</b></p> <p><b>WOID</b></p> <p><b>Area</b></p> <p><b>Area Number</b></p> <p><b>Purpose</b></p>	<p><b>Location</b></p> <p><b>Building</b></p> <p><b>Description</b></p>	<p><b>Action Taken</b></p> <p><b>Assigned To</b></p> <p><b>Request Date</b></p> <p><b>Type</b></p>	<p><b>Complete Date</b></p>
<p>New Request 1288 Classroom Qww</p>	<p>EB Elementary School Test</p>	<p>No Action Note Main Technician, Evan 1/6/2017 1:21:41 PM Glass/Window Repairs</p>	
<p>New Request 1283 Classroom Test</p>	<p>Eleanor Harper Concert Hall Athletic Field Gate House Test</p>	<p>No Action Note Comptroller Admin, Evan 1/5/2017 9:43:14 AM</p>	
<p>New Request 1063 Classroom 234</p>	<p>EB High School Test</p>	<p>No Action Note Comptroller Admin, Evan 10/18/2016 11:56:59 AM</p>	

Request Totals
12 New Request
3 Complete
3 Closed Work Orders
1 Declined
1 Deferred