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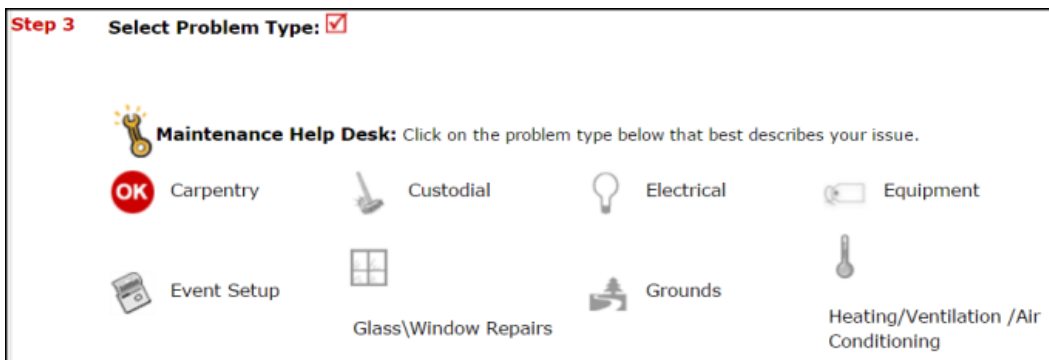 *Note: Any field marked with a red checkmark is a required field.*
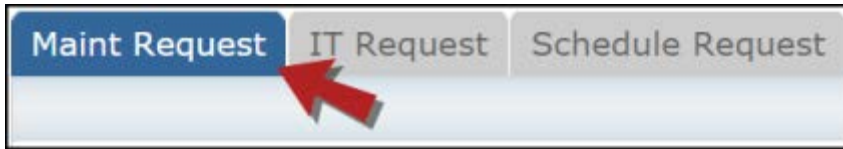
*Note: Any field marked with a red checkmark (☑) is a required field.

Step 1: These fields will already be filled in with your contact information according to how it was entered upon registration.
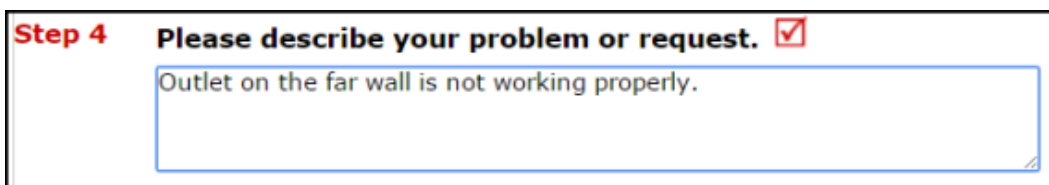
Step 2: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** and **Area** (if available). Also, be sure to type in the area description or room number in the **Area/Room Number** field.

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

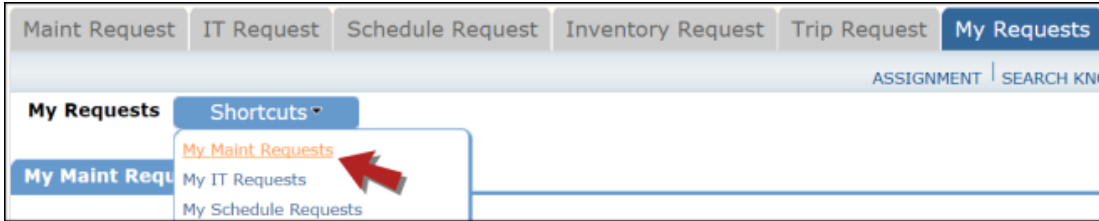**Step 4**: Type in a **Description** of the problem.

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.

- 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.