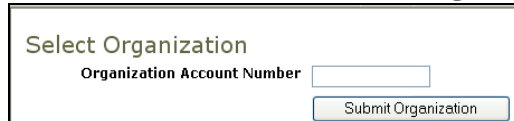


## Quick Step Guide for Requesters

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type [www.myschoolbuilding.com](http://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 **197017796** and click **Submit Organization** as prompted.



Select Organization  
Organization Account Number

Or you can use the following link to get to the login page:

<http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=197017796>

- 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.



1. Make sure the IT Request tab is highlighted:



**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 #.

Indicates required information.

**Step 1 Please be yourself, click here if you are not Jill Briley**

<b>First Name</b> Jill	<b>Last Name</b> Briley	<b>Email</b> brileyj@laketravis.txed.net
<b>Phone</b> <input checked="" type="checkbox"/> 533-6060	<b>Pager</b>	<b>Cellular Phone</b>

**Step 2 Location**

-- Select Location --

**Building**  
-- Select Building --

**Area**  
Classroom

**Area/Room Number**   
302

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

**Step 3 Select Problem Type:**



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

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

**Step 5:** If you have an attachment you can certainly attach it here.

---

**Step 5 Attachment**

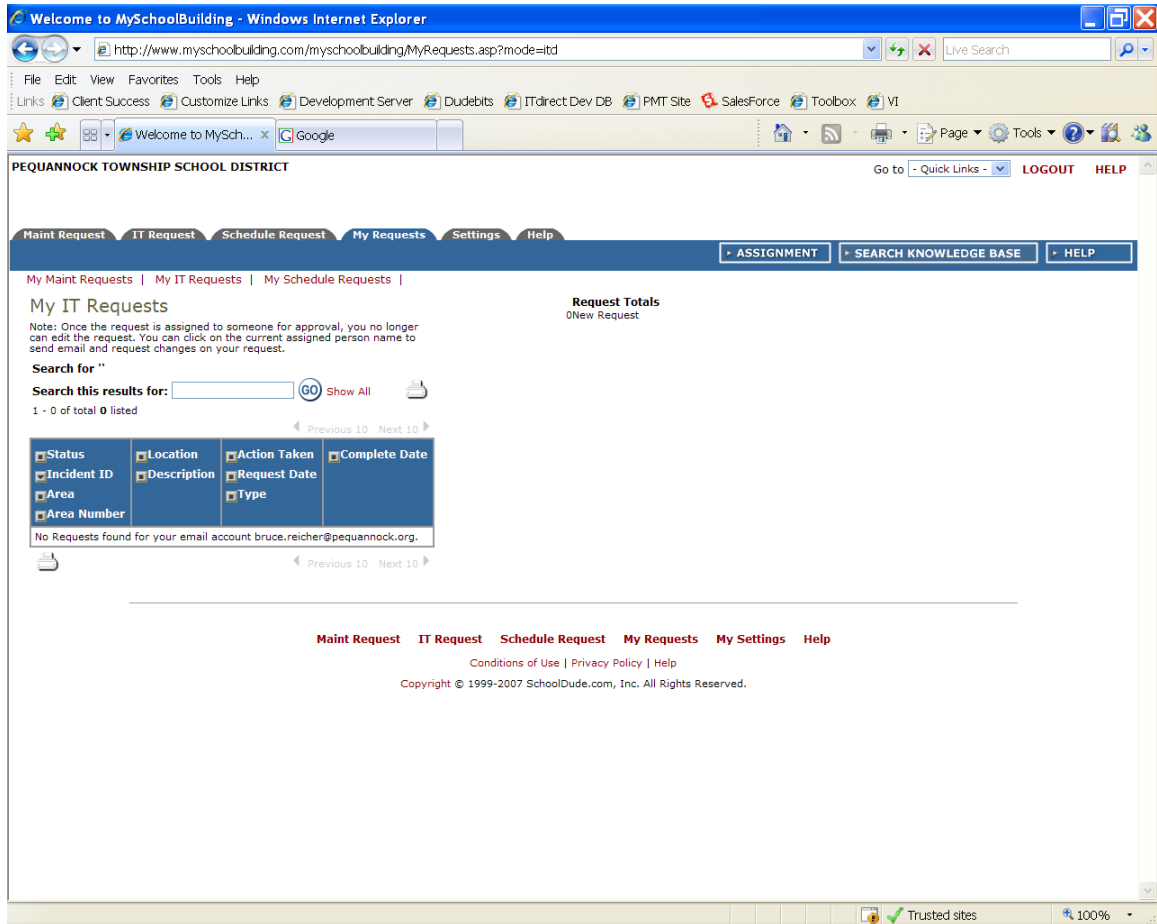
[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

---

**Step 6:** Type in the submittal password: **(e-mailed to all staff)**

**Step 7:** Click submit

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



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