



How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). and use the following link to access the login page:
 - <https://www.myschoolbuilding.com/sso/default.aspx?acctnum=1031541248&productid=MD>

How to Submit a Request

- Make sure you are on the **MaintRequest** tab at the top of the screen.



**Note: Any field marked with is a required field.*

- **Step 1:** These fields will already be filled in with your contact information.

Step 1 Please be yourself, click here if you are not Requester Dude		
First Name Requester	Last Name Dude	Email requester@dude.nett
Phone <input checked="" type="checkbox"/>	Pager	Mobile Phone

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

Step 2 Location <input checked="" type="checkbox"/>	
Dude High School ▼	
Building -- No Building Available -- ▼	
Area -- Select Area -- ▼	Area/Room Number <input checked="" type="checkbox"/> Room 113
<input type="checkbox"/> Yes, remember my area entries for my next new request entry.	

MaintenanceDirect Requester Guide

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

Step 3 **Select Problem Type:**

Maintenance Help Desk:
Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

OK Carpentry Climate Control Contractor Custodial

Electrical Event Setup Food Services Grounds

- **Step 4:** Type in a description of the problem.

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

Broken door hinge. Please repair.

- Depending on how your account was set up, the remaining steps on your form may vary. You may see some, all, or none of the following steps. Be sure to complete any required steps indicated with a red check box .
- **Time Available for Maintenance:** Type in the best time for a technician to come by.
- **Purpose:** Click on the drop down box and select a Purpose Code that best describes why this work is needed.
- **Requested Completion Date:** Use the calendar to select a date that you wish for the work to be completed by.
- **Budget:** Select the budget code that will be used for costs allocated to complete the request.
- **Attachment:** Click the **Attach New File** link to attach a photo or document detailing the issue.

Step 5 **Time Available for Maintenance**

Step 6 **Purpose**
-- Select Purpose --

Step 7 **Requested Completion Date**

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here for assistance in date entry.](#))

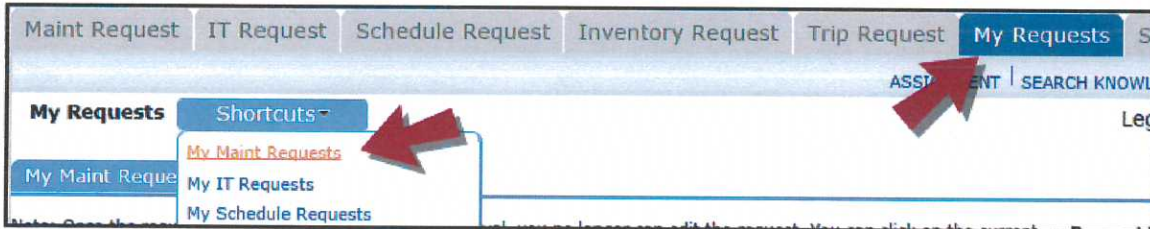
Step 8 **Budget**
-- Select Budget Account --

Step 9 **Attachment**
[Attach New File \(Maximum allowed is two attachments with a size of 3MB or less per file.\)](#)

- **Final Step:** The last step of the request form is to click **Submit** at the bottom of the form to submit your request.

My Request Tab

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**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests 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 word into the **Search** box and clicking GO.

My Maint Requests

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.

Search for

Search this results for:

Request Totals
1 New Request
1 Work In Progress

1 - 2 of total 2 listed

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
Purpose			
New Request 157 Classroom Room 125	ABC High School The printer in the classroom isn't working.	No Action Note 5/17/2012	
Work In Progress 149 Classroom Room 123	ABC High School The heat is not working in this room. It is very cold!	No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning	