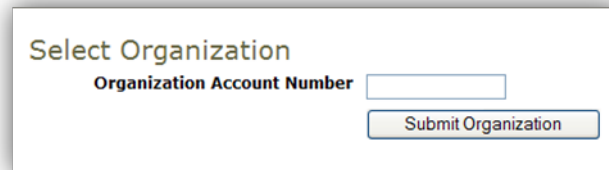


## Quick Step Guide for Requesters Case Western Reserve University

### To register yourself as a Requester you must:

- 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 **6700627** and click **Submit Organization** as prompted.



Select Organization

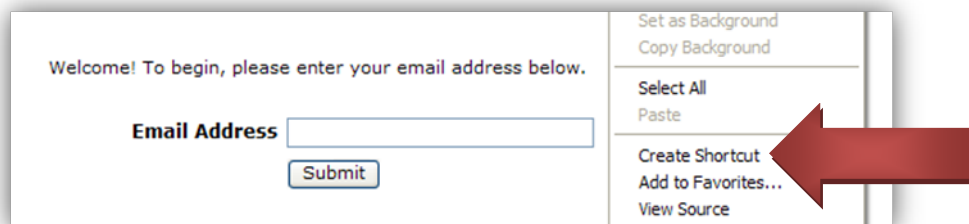
Organization Account Number

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=6700627>

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.



Welcome! To begin, please enter your email address below.

Email Address

Set as Background  
Copy Background  
Select All  
Paste  
Create Shortcut  
Add to Favorites...  
View Source

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 and contact numbers if desired. Click Submit again and you will come to the work order form.

**To enter a work request:**

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



**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 to select the **Location** of the work. Follow the same steps for **Building** (if available) and **Area** (if applicable), and enter the **Area/Room Number**.

A screenshot of a web form titled "Step 2 Location" with a red checkmark icon. It contains three dropdown menus: "Location" (with "-- Select Location --"), "Building" (with "-- Select Building --"), and "Area" (with "-- Select Area --"). To the right of the "Area" dropdown is a text input field labeled "Area/Room Number" with a red checkmark icon. Below the dropdowns is a checkbox labeled "Yes, remember my area entries for my next new request entry."

**Step 3:** Select the category that best describes your problem and click on the icon or select the item from the drop down box, whichever format is listed on your page.

A screenshot of a web form titled "Step 3 Select Problem Type" with a red checkmark icon. It features a "Maintenance Help Desk" section with the instruction "Click on the problem type below that best describes your issue." Below this is a grid of 40 icons, each with a corresponding label: 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, and Warehouse. The "Windows" icon is at the bottom of the grid.

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

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

\*After Step 4, some selections may or may not be included on your organization's form and so the numbering may change. Fill out the applicable steps if available and/or required:

**Time Available:** Type in the best time for a maintenance technician to come by.

**Purpose Code:** Click on the drop down arrow and select a purpose code.

**Requested Completion Date:** Enter the date by which you would like the work to be completed.

**Budget Code:** Select a Budget.

**File Attachment:** A maximum of two files with a size limit of 3MB each may be attached to each work order.

**Submittal password (always a required step):** Enter **CWRU** then click the submit button and your work order will be routed to the appropriate person.

**Submittal Password**

 [Forgot Password?](#)

**If you have questions or need assistance, please contact our Client Service Center:**

**877-883-8337**

**-OR-**

**support@schooldude.com**