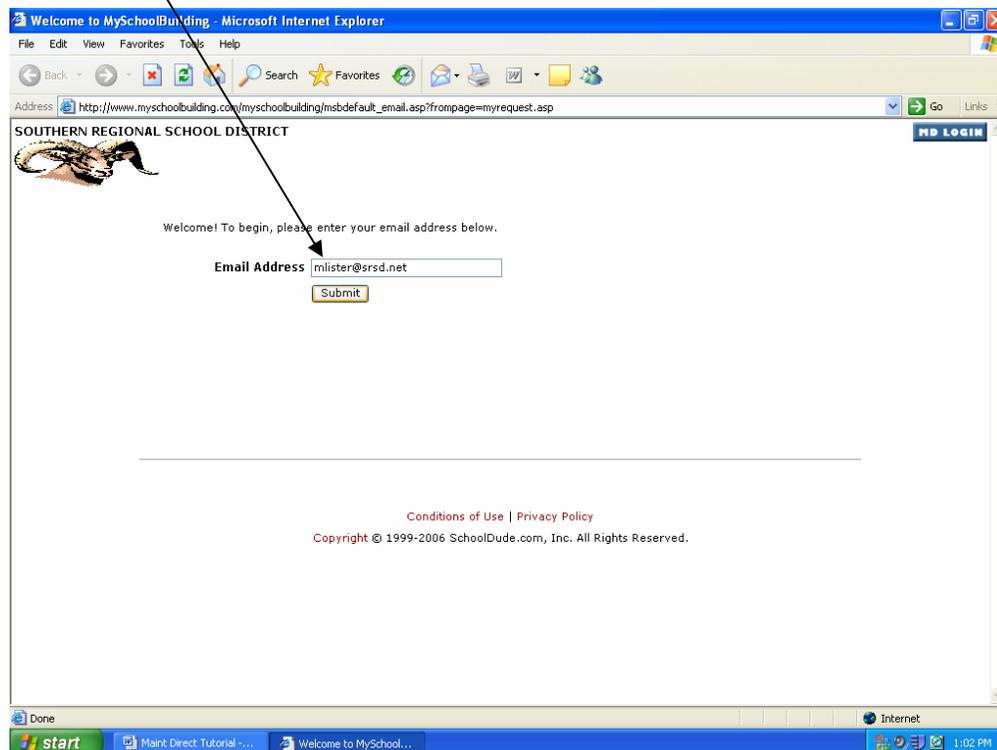


# How To Fill Out A Maintenance Request

1 – Click on the “SchoolDude” icon on your desktop.



2- Type in your e-mail address and click on submit.



3- Only fill out the steps with a red checkmark

Welcome to MySchoolBuilding - Microsoft Internet Explorer

Address: http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

SOUTHERN REGIONAL SCHOOL DISTRICT

MD LOGIN LOGOUT HELP

Maint Request Schedule Request My Requests Settings Help

HELP

Welcome to SRSD Maintenance

Thank you for using our internet service to submit work requests. Please complete this request form.

Indicates required information.

**Step 1 Please be yourself, click here if you are not Megan Lister**

First Name	Last Name	Email
Megan	Lister	mlister@srsd.net
Phone	Pager	Cellular Phone

**Step 2 Location**

7-8 Middle School Interior

Area: Classroom Area/Room Number: E-5

Yes, remember my area entries for my next new request entry.

**Step 3 Select Problem Type:**

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

Alarm	Appliance Repair	Asphalt	Athletic Fields
Bleachers	Boiler	Cabling	Carpentry

4- Select the icon that best describes the problem.

Welcome to MySchoolBuilding - Microsoft Internet Explorer

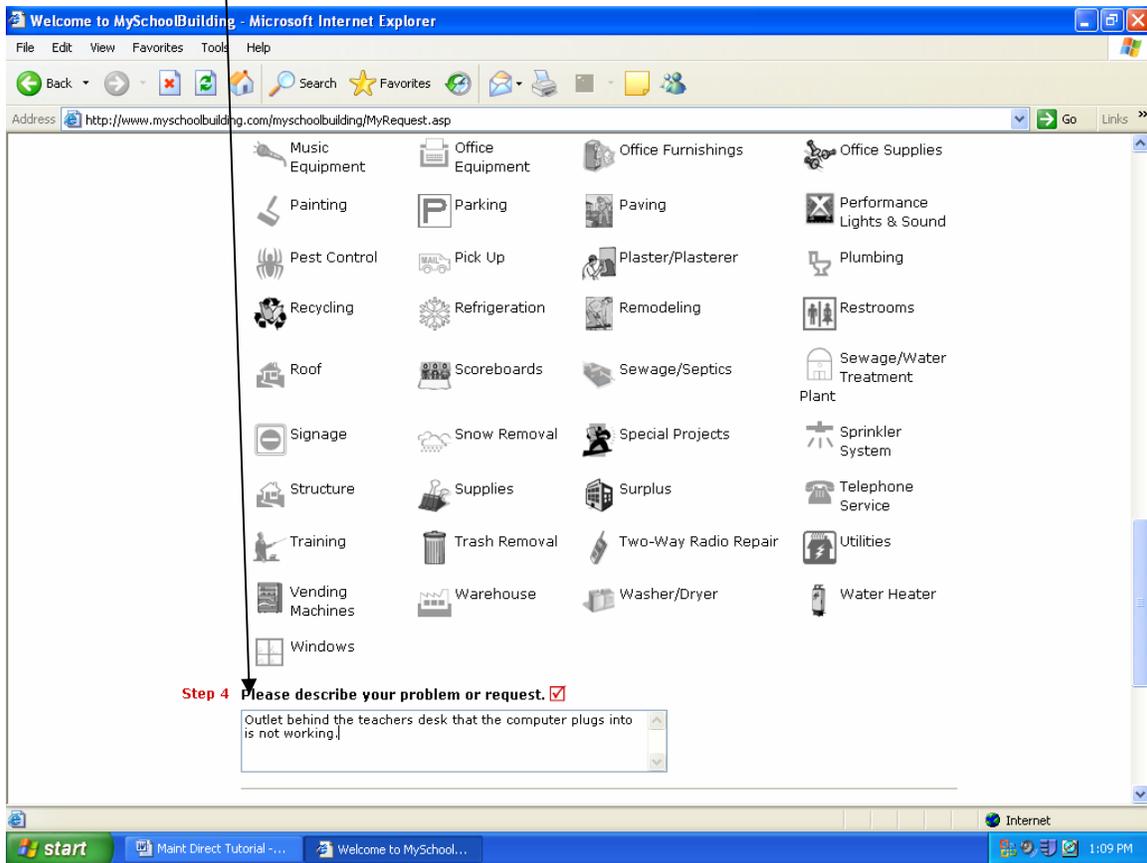
Address: http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

Step 3 Select Problem Type:

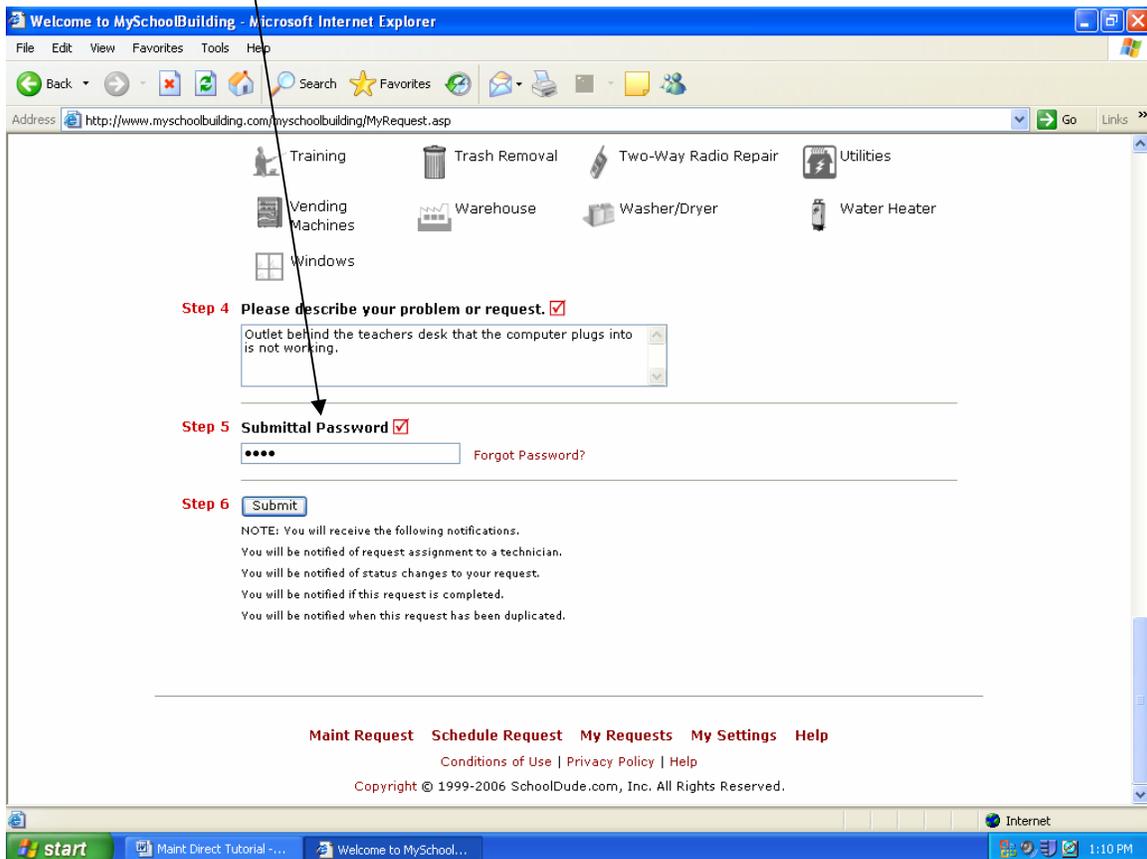
Maintenance Help Desk: Click on the problem type below that best describes your issue.

Alarm	Appliance Repair	Asphalt	Athletic Fields
Bleachers	Boiler	Cabling	Carpentry
Ceiling Tile	Clocks/Bells	Concession Stands	Concrete
Copier	Custodial	Custodial Equipment Repair	Delivery
Doors and Hardware	Drywall	Electrical	Elevators
Environmental Services	Equipment	Event Break Down	Event Setup
Exhaust Fans	Fence Repair	Fire Alarm System	Fire Damage
Fire Extinguishers	Flooring	Food Services	Furniture Repair
General Craftsman	General Maintenance	Generators	Glass/Window Repairs
Graffiti	Grass Cutting	Grease Traps	Grounds
Grounds Equipment Repair	Health/Safety	Heating/Ventilation /Air Conditioning	Home EC Repair

5- Now type in the exact problem.



6- Enter Submittal Password and click on submit.



7- To check the status of your request, go to the My Request tab on your home page.

Welcome to MySchoolBuilding - Microsoft Internet Explorer

Address: <http://www.myschoolbuilding.com/myschoolbuilding/myrequests.asp>

SOUTHERN REGIONAL SCHOOL DISTRICT

MD LOGIN LOGOUT HELP

Southern Regional Home Page

Maint Request Schedule Request **My Requests** Settings Help

HELP

My Maint Requests | My Schedule Requests |

### 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.

Request Totals  
0 New Request

Search for "

Search this results for:  GO Show All

1 - 0 of total 0 listed

Status	Location	Action Taken	Complete Date
Area	Description	Assigned To	
Area Number		Request Date	
		Type	

No requests found for your email account mlister@srsd.net.

Maint Request Schedule Request **My Requests** My Settings Help

Conditions of Use | Privacy Policy | Help

Copyright © 1999-2006 SchoolDude.com, Inc. All Rights Reserved.