## 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.

Welcome to MySchoolBuilding - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
🔾 Back - 🕥 - 🗷 🖻 🚫 🔎 Search 📌 Favorites 🤪 🔗 🍓 🗹 - 🗾 🚳	
Address 🕘 http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp	🖌 🄁 Go 🛛 Links 🎽
SOUTHEEN REGIONAL SCHOOL DISTRICT Welcome! To begin, please enter your email address below. Email Address milister@srsd.net Submit	NID LOGIN
Conditions of Use   Privacy Policy Conviriant © 1999-2006 SchoolDude.com, Inc. All Privacy Policy	
Copyright © 1999-2000 SchoolDude.com, Inc. An Kights Keserveu.	
	~
e Done	🔮 Internet
🛃 Start 🔄 🖬 Maint Direct Tutorial 🗿 Welcome to MySchool	👫 🤍 🗐 🙋 1:02 PM

3- Only fill out the steps with a red checkmark



4- Select the icon that best describes the problem.

Welcome to MySchoolBuilding - Microsoft Internet Exp	lorev				
File Edit View Favorites Tools Help				<i>R</i> _	
🕞 Back 🔹 🕥 🐇 😰 🏠 🔎 Search 📌 Fave	orites 闷 🔗 🍓	w · 📙 🦓			
Address 🗿 http://www.myschoolbuilding.com/myschoolbuilding/myrequ	uest.asp			🔽 🄁 Go 👘 Links 🤅	
Step 3 Select Problem Type:	☑ \			2	
Maintenance Help Desk: Click on the problem type below that best describes your issue.					
Alarm	Appliance Repair	Asphalt	Athletic Fields		
Bleachers	Boiler	Cabling	T Carpentry		
Ceiling Tile	Clocks/Bells	Concession Stands	📣 Concrete		
Copier	👃 Custodial 💧	Custodial Equipment Repair	Delivery		
Doors and Hardware	Trywall	SELECT 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	Mealth/Safety	Heating/Ventilation /Air Conditioning	Home EC Repair	5	
javascript:selectCraft(3,");				🥝 Internet	
🛃 start 🔛 Maint Direct Tutorial 🦉 Welcome to I	MySchool			🚼 🥑 🗐 🙆 1:07 PM	

5- Now type in the exact problem.



6- Enter Submittal Password and click on submit.

Welcome to MySchoolBuilding - Nicrosoft Internet Explorer	_ @ 🛛
File Edit View Favorites Tools Hep	
🚱 Back 🔹 ⊘ 🐘 🖻 🏠 🔎 Search 🌟 Favorites 🤣 😥 - 🌺 🕋 - 🛄 35	
Address 🕘 http://www.myschoolbuilding.com/myschoolbuilding/MyRequest.asp	🖌 🄁 Go 🛛 Links 🎽
Training Trash Removal 💉 Two-Way Radio Repair 👔 Utilities	<u>^</u>
Vending Machines Warehouse Washer/Dryer di Water Heater	
Windows	
Step 4 Please describe your problem or request. 🗹	
Outlet behind the teachers desk that the computer plugs into is not working.	
Step 5 Submittal Password 🗹	
•••• Forgot Password?	
Step 6 Submit	
NOTE: You will receive the following notifications.	
You will be notified of request assignment to a technician.	
You will be notified of status changes to your request. You will be notified if this request is completed.	
You will be notified when this request has been duplicated.	
Maint Request Schedule Request My Requests My Settings Help	
Conditions of Use   Privacy Policy   Help	
Copyright © 1999-2006 SchoolDude.com, Inc. All Rights Reserved.	~
	nternet
🛃 Start 🔛 Maint Direct Tutorial 🗿 Welcome to MySchool	9) 🕄 🗹 1:10 PM

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

🗿 Welcome to MySchoolBuilding - Microsoft Internet Explorer			Jak
File Edit View Favorites Tools Help			<b>.</b>
🔇 Back 🔹 🔊 🔹 🛃 🏠 🔎 Search 🤺 Favorites 🤣 🔗 - چ 🕅 - 🛄 🖓			
Address Addres		💌 🔁 Go	Links »
	MD LOGIN	LOGOUT H	ELP 🔼
Car .			
Southern Regional Home Page			
Maint Request Schedule Request My Requests Settings Help			
		► HELP	
My Maint Requests   My Schedule Requests			
My Maint Requests Request ONew Request			
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: 🛛 🚳 Show All 📥			
1 - 0 of total <b>0</b> listed			
Previous 10 Next 10			
■Status ■Location ■Action Taken ■Complete Date			
Area Description Assigned To			
No requests found for your email account mlister@srsd.net.			
Previous 10 Nevt 10			
Maint Request Schedule Request My Requests My Settings Help			
Conditions of Use   Privacy Policy   Help			
Copyright © 1999-2006 SchoolDude.com, Inc. All Rights Reserved.			
			~
2 Done		Internet	
🛃 Start 🔛 🔤 Maint Direct Tutorial 🖉 Welcome to MySchool		89JØ	:11 PM