

SCHOOL DUDE'S MAINTENANCE DIRECT WORK ORDER PROGRAM

1. Open your Internet Browser and type in <http://www.myschoolbuilding.com>
Go to step 2 if you are a first time user, or if you are asked to enter an organization account number.
2. Enter the Organization Account Number: 60403388, and click Submit Organization
3. Enter your Email Address, and click Submit. Enter your first and last name if prompted.
4. From the Location drop down menu, highlight where you want the work to be done, and click mouse. Follow the same steps for Area. Also be sure to type your area description or room number.
5. Select Problem Type from the list by clicking on the icon.
6. Enter the description of the problem.
7. Enter the best time for technician to come by **if available**.
8. Click on the drop down arrow and select purpose code **if available**.
9. Enter when you would like the work to be completed **if available**. (Click on the calendar to choose a date or type in a date in this format 12/06/09.)
10. Enter the Submittal Password: Bobcat
11. Click Submit.
12. Remember to **LOGOUT!** (Top, right corner of page.)