

# MaintenanceDirect Requester Guide

## How to Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc).
- Type the following into the web address bar:
  - <https://www.myschoolbuilding.com/sso/default.aspx?acctnum=970725376&productid=MD>
- If you are prompted to login after using this link, you will enter your organizational credentials here.

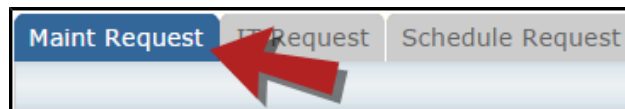
### The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

NSBSD email &  
District password

## How to Submit a Request

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



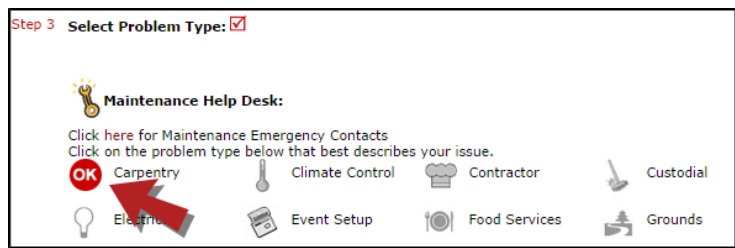
*\*Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **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.

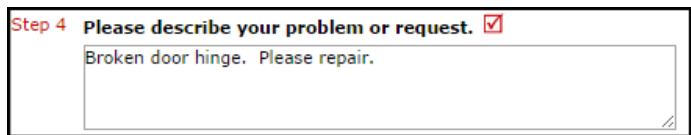
A screenshot of the 'Step 2' form section. It includes the following fields:

- Location** (required): A dropdown menu with 'Dude High School' selected.
- Building**: A dropdown menu with '-- No Building Available --' selected.
- Area**: A dropdown menu with '-- Select Area --' selected.
- Area/Room Number** (required): A text input field containing 'Room 113'.
- A checkbox labeled 'Yes, remember my area entries for my next new request entry.' which is currently unchecked.

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



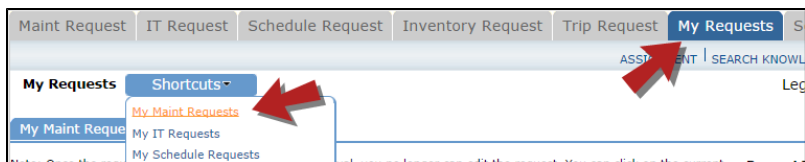
- **Step 4:** Type in a **Description** of the problem.



- **Step 5:** Enter a **Time Available**, such as a planning period, when workers can come by.
- **Step 6:** Select a **Purpose** for the work if necessary.
- **Step 7:** Enter the date you would like to have the work completed by.
- **Step 8:** Select the **Budget** that will apply to costs related to this work request.
- **Step 9:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- **Step 10:** Click the **Submit** button.

## 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.

**Request Totals**  
 1 New Request  
 1 Work In Progress

Search for:  [GO](#) [Show All](#)

Search this results for:  [GO](#) [Show All](#)

1 - 2 of total 2 listed ◀ Previous 10 Next 10 ▶

<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Action Taken	<input type="checkbox"/> Complete Date
<input type="checkbox"/> WOID	<input type="checkbox"/> Building	<input type="checkbox"/> Assigned To	
<input type="checkbox"/> Area	<input type="checkbox"/> Description	<input type="checkbox"/> Request Date	
<input type="checkbox"/> Area Number		<input type="checkbox"/> Type	
<input type="checkbox"/> 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	

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