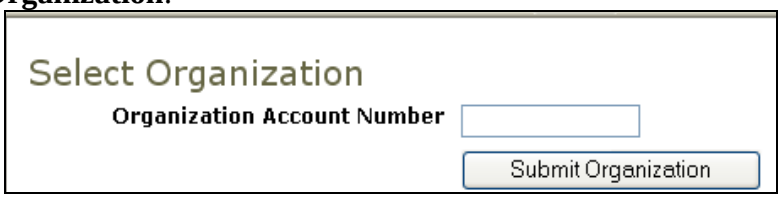
Buckeye Elementary School District
Quick Step Guide for IT Requesters

- Open your Internet Browser (Internet Explorer, Netscape, etc), type in www.myschoolbuilding.com in the address bar, and press Enter or click on **Go**.

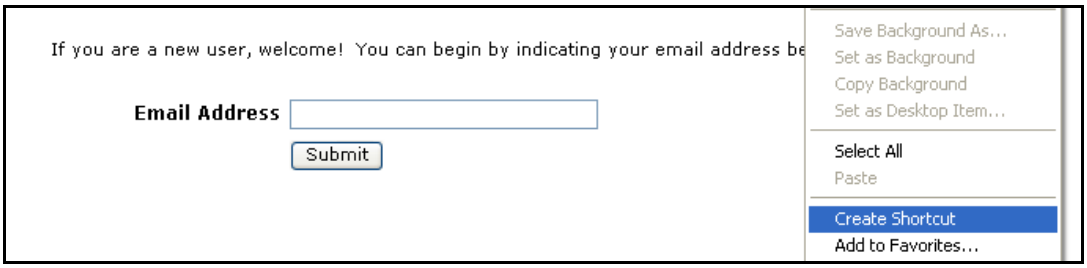
    - ***Refer below if you are a first time user or if asked to enter an Organization Account Number.***

- If prompted, enter the Organization Account number **(**826875383**)** and click **Submit Organization**.

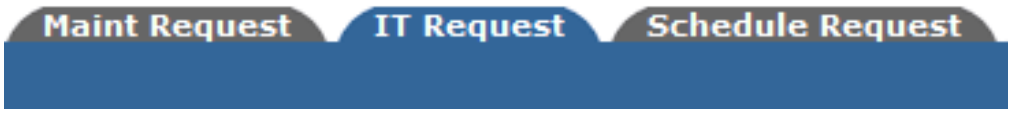


You may also copy this link and paste it into the web address bar of your browser:
http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=826875383

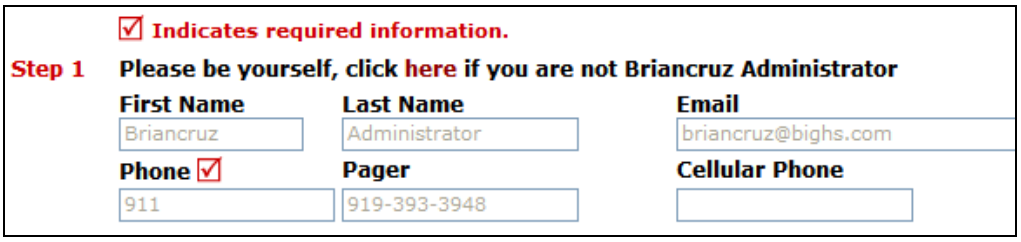
- **To Create a Shortcut link on your desktop f**ind a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an ***icon*** on your desktop that you can double click the next time you want to sign in. Enter your email address and click **Submit**. You may be asked to enter your first and last name if you are a new Requester.



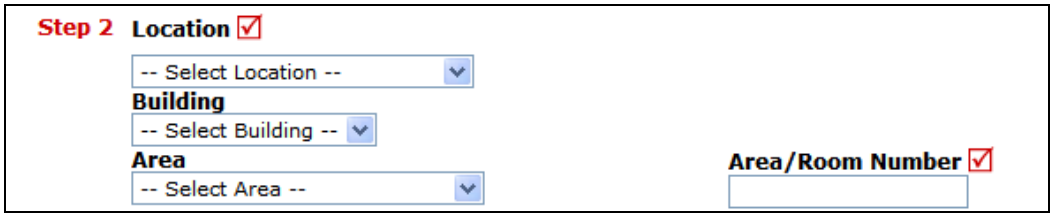
- Make sure you are on the "**IT Request**" tab. If not, simply click on this tab to access the IT request form.



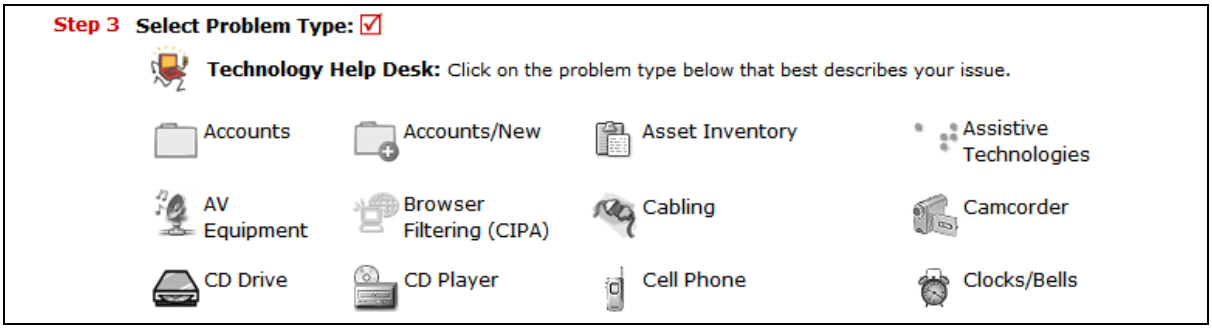
Step 1: This will be filled in with your information from the email address you entered at the sign in screen.



Step 2: Make sure you are on the IT Request Tab. Click on the drop down arrow and highlight a ***Location*** that you want the work to be done at and click the mouse. Follow the same steps for ***Building*** and ***Area*** (**if selections are available)*. Also be sure to **type** in your Area description or Room #.



Step 3: Select the "Problem Type" that best describes your request/issue.



Step 4: Type in your description of the problem.

- Depending on how the account was setup, the remaining steps may vary. Fill them out to the best of your ability making sure you at least fill in the required fields indicated with a red check box.

- Type in the submittal password of: **besd33**

- Click submit

- After you click submit, the screen will refresh and go to the ***My Request*** Tab. You can access the "My Requests" section at anytime by entering this site with your email address. On this screen you will see up to date information on your requests including the status, work order number and action taken notes. You can click on the number next the to status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO.** This will pull up any of your requests with that word in it.

- Click on the **IT Request** Tab to input a new request if desired.