

# MY SCHOOL BUILDING

My school building is the online work order system for maintenance issues and requests.

This document is for: All employees Revised: 08/18/18

#### LOGGING IN

#### Log in to <a href="https://login.myschoolbuilding.com/msb">https://login.myschoolbuilding.com/msb</a>

My School Building now requires users to have a user-created password.

#### **Existing employees:**

- 1. Click **Forgot My Password** then enter your district email address.
- 2. An email will be sent immediately with a link to reset your password. All passwords must be at least 6 characters in length.



3. Enter your new password twice then click **Reset Password**. Record it for later use.

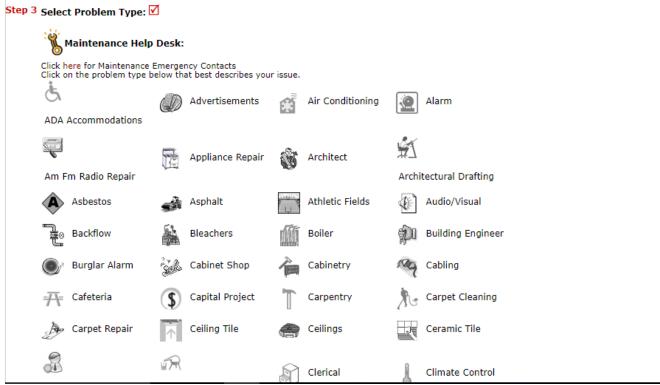
#### **New employees:**

- 1. Click Never Submitted a Request? Register Here.
- 2. Enter the account number: **190987974** and the other information fields including a password.
- 3. Note that your registration will not be complete until you have submitted an actual work order.

Account Number	
190987974	
First Name	Last Name
Phone Number	
Email	
New Password	
	sensitive and must be at least six characters long.
Confirm Password	j
Register	

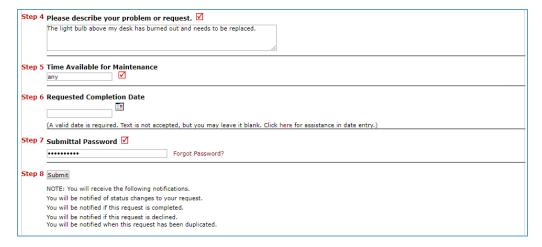
#### WRITING A WORK ORDER

- Step 1: Complete required boxes for user information.
- Step 2: Choose location and room number of issue.
- Step 3: Select the icon that most closely relates to the issue.



- Step 4: Describe the problem or request. Please be as specific as possible.
- Step 5: List time available for maintenance.
- Step 6: Optional
- Step 7: Enter the submittal password. It is: facilities
- Step 8: Submit

You will receive an email when your request is received and when it is completed. Please be patient as all maintenance personnel complete work orders, especially during high volume times such as the start of the school year.



## TROUBLESHOOTING TIPS & FAQS

#### What if I do not receive an email after submitting the Forgot Password request?

If you do not receive an email after 2 minutes, check your Spam or Clutter folders.

#### What do I do if I receive an error message when I try to login?

Try clearing your cookies and/or using another browser. Many users find success using Mozilla Firefox.

### Who can I contact if I continue to experience issues when trying to login?

Your site ITS may be able to assist with troubleshooting the issue.