



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 <https://login.myschoolbuilding.com/msb>

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.

Current User? Login Here!

Email Password

[Forgot Password?](#)

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.

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted.

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 3 Select Problem Type: ☒



Maintenance Help Desk:

[Click here](#) for Maintenance Emergency Contacts.

Click on the problem type below that best describes your issue.



ADA Accommodations



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Burglar Alarm



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Cabling



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Capital Project



Carpentry



Carpet Cleaning



Carpet Repair



Ceiling Tile



Ceilings



Ceramic Tile



Clerical



Climate Control



Climate Control



Climate Control

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.

Step 4 Please describe your problem or request. ☒

The light bulb above my desk has burned out and needs to be replaced.

Step 5 Time Available for Maintenance

any ☒

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here](#) for assistance in date entry.)

Step 7 Submittal Password ☒

[Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified of status changes to your request.
You will be notified if this request is completed.
You will be notified if this request is declined.
You will be notified when this request has been duplicated.

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.