

Quick Guide for SchoolDude Maintenance Direct Requesters

Open your Internet Browser (Internet Explorer, Firefox, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**, or you may also copy this link and paste it into the web address window for your browser: <http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=368773987>

1. If it is the first time your computer has been to the website, enter the Organization Account Number (368773987) and click **Submit Organization** as prompted. Then enter your username and password.

2. Select My SchoolBuilding.

3. All boxes marked with a checkmark *must be* completed or selected.

- Phone
- Location – select Central or West Campus
- Area/Room Number
- Select Problem Type
- Please describe your problem or request.

* Other information you may supply:

- Cellular Phone
- Time available for maintenance
- Requested Completion Date
- Attachment

4. Enter **mccc** for the Submittal Password making sure not to use your login password. After you click submit, the screen will refresh and go to the **My Request** Tab. On this screen you will see up to date information on your request including the status, work order number and action taken notes. Click on the **Work Request** Tab to input a new request.

Select Organization
Organization Account Number
Submit Organization

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Account Login
You have been successfully logged out. Please login below to go back into the application.

Login Name
Password
Go to
MaintenanceDirect

Quick Launch
New Request
Print WO Batch
Account Settings
User Forum
More Services
My SchoolBuilding
SchoolDude.com
LOGIN HERE

Welcome to MySchool... X

Welcome to MCCC Work Request System
To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click here if you are not Mary Lou Barron

First Name Last Name Email

Phone Pager Cellular Phone

Step 2 Location

-- Select Location --
-- Select Location --
Central Campus
West Campus
Area

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Carpentry Contractor Custodial Electrical
Event Setup General Maintenance Grounds Heating/Ventilation /Air Conditioning
Internal Delivery Key and Lock Moving Painting
Plumbing Security

Step 4 Please describe your problem or request.

Forgot Password?

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Step 8 Submittal Password

Forgot Password?

Step 9

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of status changes to your request.
You will be notified if this request is completed.