



MySchoolBuilding.com – New Requester Login

1. Go to <http://www.myschoolbuilding.com>.
2. You will see the following screen requesting your organization account number. Enter Creighton's organization account number (524117069) in the field and click the "Submit Organization" button.

Select Organization

Organization Account Number

Submit Organization

3. On the next screen, enter your e-mail address and click the "Submit" button. Make sure that you enter in the correct e-mail address. MaintenanceDirect uses your e-mail address to identify you in the system.

Welcome to MySchoolBuilding

CREIGHTON DISTRICT
Creighton
School
District

Got a problem? Email us

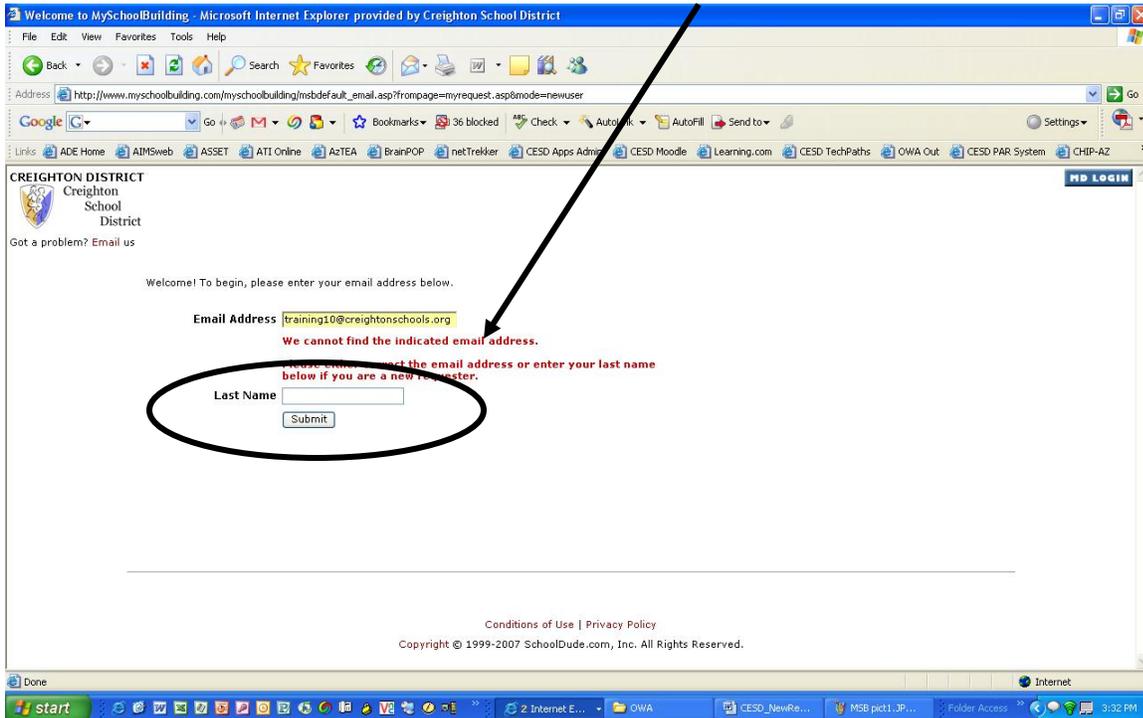
Welcome! To begin, please enter your email address below.

Email Address

Submit

Conditions of Use | Privacy Policy
Copyright © 1999-2007 SchoolDude.com, Inc. All Rights Reserved.

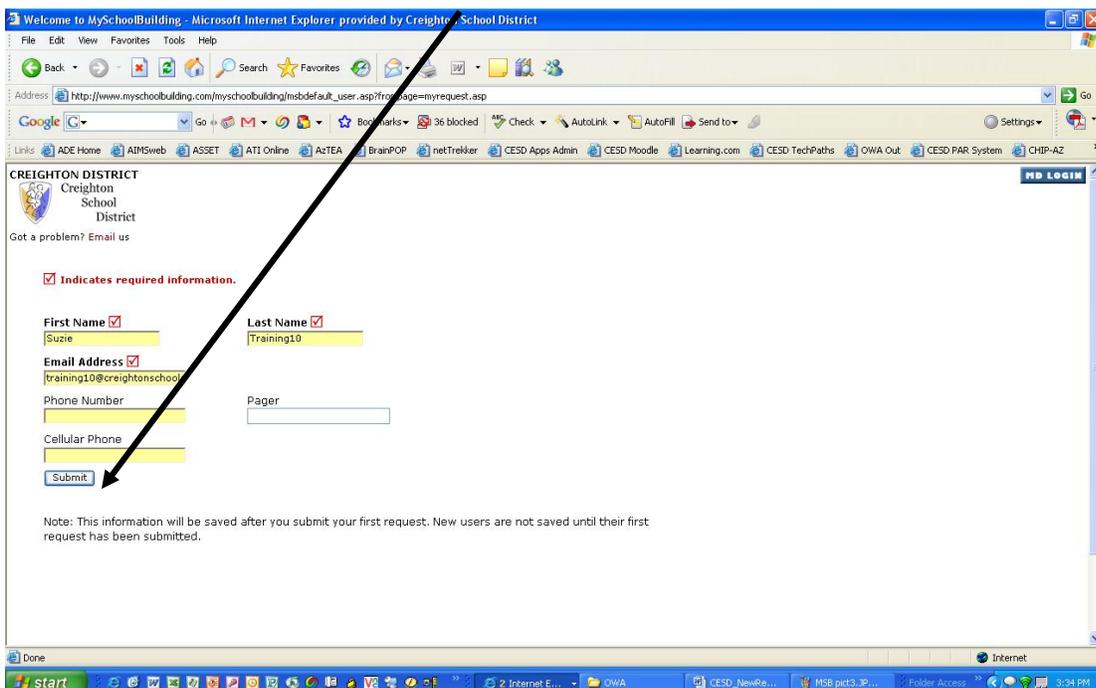
4. If you are a first time user, the system will need some initial information about you. Please enter in your last name in the box provided and click the “Submit” button.



5. If your last name is found in the system, you will be given a chance to pick if you are any of the users with your last name. If you are not any of these users, select the “My name is not listed” option. Click the “Submit” button.

*Note: If your last name is not found, you will be given the option to add it.

6. If you are a new user, enter in your First Name. Verify that your e-mail address and your Last Name are correctly entered. If they are not, please correct them. You have the option of entering in your phone number and pager (we recommend your five-digit room phone extension in the Phone Number field). However, these fields are not required. Click the “Submit” button to save.



Once you click the "Submit" button. You will be taken to the "New Request" page where you can submit your requests. You will see the following screen. Your name and e-mail address should appear at the top of the form.

Welcome to the Creighton School District Online Work Order System

Thank you for using the Creighton School District SchoolDude Work Order System. This service helps us to promptly attend to your issues and concerns. Please complete this request form. (If you have a Computer, Telephone, Alarm, or Security System problem, please scroll to the bottom and click "IT Request")

Indicates required information.

Step 1 Please be yourself, click here if you are not Suzie Training10

First Name	Last Name	Email
Suzie	Training10	straining10@creightonschools.org
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone

Step 2 Location

Building

Area

Area/Room Number

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

You will receive an email notifying you of your successful registration, and giving you a "Submittal Password" to enter on each work order you complete. The submittal password for our district is "p@ssw0rd". You'll be asked for this at the bottom of every work order you create, so you'll need to remember it. This is to prevent online hackers from overloading our systems with thousands of fake work orders.

Once you are a registered user and have created one work order, to re-enter you will simply enter your email address as shown in step 3. The system will recognize you as a requester and take you to the "New Request" screen. Your user information should appear at the top of the screen.

To quickly access this page, you may wish to create a bookmark for Creighton's MySchoolBuilding Work Order website. Go to Bookmarks and choose Add Bookmark (or Favorites and choose Add Favorite).

To successfully complete a building maintenance work order, just complete all fields with a red checkbox next to them () , fill in that Submittal Password (see above) and then click Submit. You will receive email notifications every step of the way as your request for service becomes a "Work in Progress" or is "Completed".