

## Entering a UOF request via Schooldude

1. Go to the following website:

[http://www.myschoolbuilding.com/myschoolbuilding/msbdefault\\_email.asp?frompage=myrequest.asp](http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp)

2. Enter your school or outside organization email address

3. Reply will be: **We cannot find the indicated email address. Please either correct the email address or enter your last name below if you are a new requester.**

4. Enter your last name

5. Complete the name and phone number info



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Address <http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>

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Maint Request IT Request **Schedule Request** Inventory Request My Requests Settings Help

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## Welcome

To submit your request complete the following form. If you have any questions please call (609) 927-1911.

**Indicates required information.**

**Step 1 Please be yourself, click here if you are not Joe Cool**

<b>First Name</b> Joe	<b>Last Name</b> Cool	<b>Email</b> joecool@aol.com
<b>Phone</b> 555-1212	<b>Pager</b>	<b>Cellular Phone</b> 555-1234


**Step 2 Location**

-- Select Location --

<b>Area</b> -- Select Area --	<b>Area/Room Number</b>
----------------------------------	-------------------------

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

**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.

Alarm    
  Appliance Repair    
  Athletic Fields    
  Bleachers

Done Internet

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Click "Schedule Request" Tab



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Address [http://www.myschoolbuilding.com/myschoolbuilding/myschedulnew\\_wiz1.asp](http://www.myschoolbuilding.com/myschoolbuilding/myschedulnew_wiz1.asp)

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## New Schedule

**Normal Schedule**




- Single date
- Multiple dates
- Same location/areas

**Recurring Schedule**



- Daily
- Weekly
- Monthly
- Same location/areas

**Irregular Schedule**



- Single date
- Multiple dates
- Multiple Rooms/areas

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CIP:209.158.69.99  
 SID:MSB05  
 DID:13  
 CUA:MSIE 6.0

Click "Normal Schedule"



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Address: http://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=0

Booked by First Name: Joe Last Name: Cool  
 Email: joecool@aol.com  
 Please be yourself, click [here](#) if you are not Joe Cool

Event Title: Joe Cool Halloween Event  
 Event Description: It's Cool!

Area: Auditorium  
 Location: Fernwood Avenue Middle School  
 Rooms: -- Select Room --  
 Auditorium  
 Auditorium Entrance

(Use the CTRL key to select multiple rooms.)

Event Date(s): 10/31/2009

September 2009							October 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time: 6:00 PM  
 End Time: 8:00 PM  
 Setup Begin Time: 5:00 PM  
 Breakdown End Time: 9:00 PM

Enter the appropriate information the following fields...



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Address: http://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=0

### Organization Information

**Organization** -- Select Organization --

or new  **Type** External

**Contact Name** -- No Contacts Available --

**First Name**   **Last Name**

**Email**   **Day-Time Phone**

**Evening Phone**  **Cellular Phone**

**Billing Address**

Use Organization Billing Address

**Document Number**  (e.g. contract or permit number)

**PO Number**

### Insurance Information

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates**  To

### Setup Requirements

Select Internal or External

Enter the name of NEW organization

Enter Contact Info

Enter address if external organization

Check this box if internal organization

Complete Insurance Info if external organization and fax certificate to 927-7539

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Google Search

### Setup Requirements

Required Maintenance Services	Service description
<input checked="" type="checkbox"/> Audio/Visual	Two wireless microphones
<input type="checkbox"/> Bleachers	
<input type="checkbox"/> Climate Control	
<input checked="" type="checkbox"/> Equipment	Grand piano placed center stage
<input type="checkbox"/> Event Break Down	
<input checked="" type="checkbox"/> Event Setup	Four choir risers and shells
<input type="checkbox"/> Grounds	
<input checked="" type="checkbox"/> Lighting	Two spotlights
<input type="checkbox"/> Scoreboards	
<input type="checkbox"/> Security	

Number Attending   
Number of Adults   
Number of Children

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Enter the appropriate set-up requirements above



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Address <http://www.myschoolbuilding.com/myschoolbuilding/MyScheduleNew.asp?scheduletype=0>

Google Search

Grounds  
 Lighting  
 Scoreboards  
 Security

Two spotlights

Number Attending 1000  
Number of Adults 5  
Number of Children 995

Other Needs

Event Visibility Display events on the facilities use calendar Yes  No

Password  [Forgot Password?](#)

Save Reset

Enter numbers

Enter password, which is "password"

Click "Save"

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CIP:66.240.31.100  
SID:MSB04  
DID:13  
CUA:MSIE 6.0

The place to submit new request to your maintenance department.

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