Entering Work Orders

Registration: (first time only)

1. Go to www.myschoolbuilding.com
2. Type Account Number: 433771477
3. Type your email address (e.g. nugentt@ashevilleschool.org)
4. Click "Submit"
5. Fill in requested info & click "Submit" again

Entering a new Work Order request:

1. Go to www.myschoolbuilding.com
2. (Step 1) Verify that you are already logged in as yourself (NOTE: you MAY be asked to reenter the Account Number and/or your email address from time to time)
3. (Step 2)
    a. Select "Location" from pulldown list
    b. Skip "Building"
    c. Select "Area" from pulldown list (if applicable)
    d. Type "Area/Room Number" if applicable, otherwise skip
4. (Step 3) Click icon which best describes the type of work being requested
5. (Step 4) Type a description of work request, being as specific as possible
6. (Step 5)"Requested Completion Date" is usually skipped, but IF there is a particular date the request needs to be completed by (such as an Event date) click on the calendar icon and select the date
7. (Step 6) Type "goblues" in "Submittal Password"
8. (Step 7) Click "Submit"

You are now finished and will be taken to a new page. Just below "My Maintenance Requests" near the top of the page, you will get the message "Your request has been successfully submitted". You may click "Logout" (upper right) to end the session or click "Maint Request" to start another new Work Order.