

Instructions for Submitting an IT Direct Work Request

Open Internet Explorer or any other browser, copy & paste OR click on the following link:

<https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=490834470>. Enter.

- Enter your email address, click on submit.
- If you are a new requester, enter your last name, click on submit.
 - Existing users will go directly to the I.T. request page and fill in the required information as defined by red check marks.
 - password is **** (ask your tech liaison), click on submit.
- A list will populate with the last name you have entered.
- Default selection is: *my name is not listed*, click on submit.
- Enter your information here. Click on submit.
- New users can now submit I.T. work requests.
- Fill in the required information as defined by red check marks.
- The password is **** (ask your tech liaison).
- Click on the Submit button.
- You can view your requests by selecting the My Requests tab at the top of the page.

- If you have questions or problems please call our office at 966-1125.