







**Step 3:** Select the icon that best describes your problem and click on it.

**Step 3 Select Problem Type:**

 **Technology Help Desk:**  
Click here for Technology Emergency Contacts  
Click on the problem type below that best describes your issue.

 Computer Services       Information Technology       Projector

**Step 4:** Type in your description of the problem

**Step 4 Please describe your problem or request.**

**Step 5:** If the equipment you are having trouble with has a tag number type in that tag number here. If you do not see a tag number or know where to look for one, please leave this box blank.

**Step 5 Tag Number**

**Step 8:** Type in the submittal password of: **sau27help**

**Step 9:** Click submit

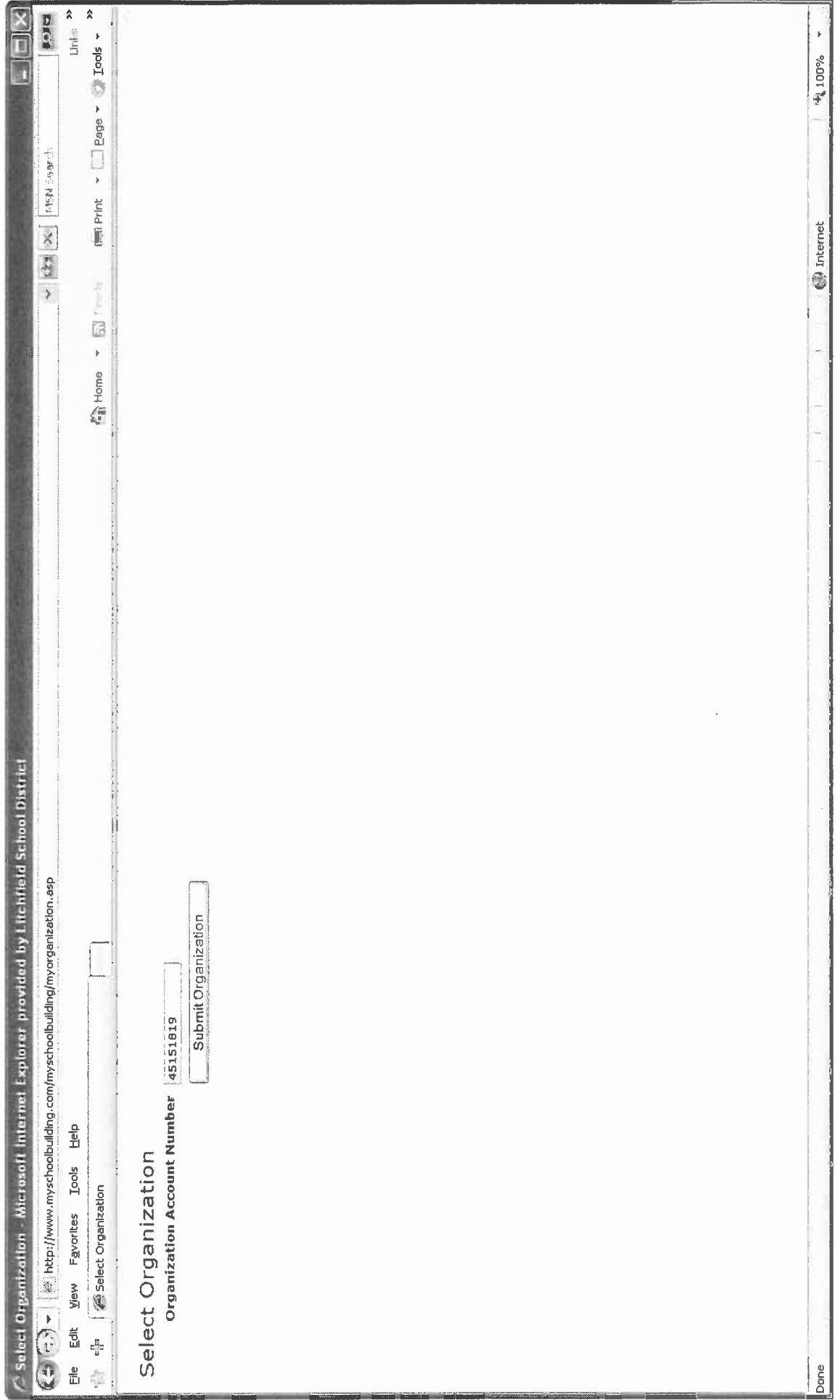
After you click submit, the screen will refresh and go to the *My Request* Tab.

Work Request   Schedule Request   My Requests   My Settings   Help				
My Work Requests   My Schedule Requests				<b>Request Totals</b> 14Complete
<b>My Work Requests</b>				
Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.				
Search for "				
Search this results for: <input type="text"/> <input type="button" value="GO"/> Show All <input type="button" value="↶"/>				
1 - 10 of total 71 listed				
Next 10 <input type="button" value="▶"/>				
<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Action Taken	<input type="checkbox"/> Complete Date	
<input type="checkbox"/> Area	<input type="checkbox"/> Building	<input type="checkbox"/> Request Date		
<input type="checkbox"/> Area Number	<input type="checkbox"/> Description	<input type="checkbox"/> Type		
<input type="checkbox"/> Purpose				
Complete	Maintenance Facility	No Action Note 11/18/2004	11/19/2004	
General Maintenance	3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.			

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next the to status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on

**GO.** This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).  
Click on the **Work Request** Tab to input a new request.

In your web browser, enter the following URL  
[www.myschoolbuilding.com/myschoolbuilding/](http://www.myschoolbuilding.com/myschoolbuilding/)  
This link has the Org # embedded, otherwise you need to  
enter Litchfield School District Organization Account Number  
45151819  
then click the Submit Organization button



Enter your Email Address in the Email Address box  
then click on the Submit button

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Litchfield School District

http://www.myschoolbuilding.com/myschoolbuilding/msbdefault\_email.asp?frompage=myrequest.asp

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding

Litchfield School District SAU 27

Got a problem? Email us

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

Email Address

Submit

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Done Internet 100%

Enter your last name in the Last Name box  
then click the Submit button

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: [http://www.myschoolbuilding.com/myschoolbuilding/msbdefault\\_email.asp?frompage=myrequest.asp&mode=newuser](http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp&mode=newuser). The page title is "Welcome to MySchoolBuilding". The main heading is "Litchfield School District SAU 27" with a logo to its left. Below the heading is a link: "Got a problem? Email us".

The main content area contains the following text and form elements:

- Text: "Welcome! To begin, please enter your email address below."
- Text: "Email Address" followed by a text input field containing "jballou@litchfieldsd.org".
- Text: "We cannot find the indicated email address."
- Text: "Please either correct the email address or enter your last name below if you are a new requester."
- Text: "Last Name" followed by an empty text input field.
- Text: "Submit" button.

At the bottom of the page, there is a footer: "Conditions of Use | Privacy Policy" and "Copyright © 1999-2006 SchoolDude.com, Inc. All Rights Reserved." The browser's status bar at the very bottom shows "Done" and "Internet".

Enter your name and work phone number  
then click the Submit button

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Litchfield School District

http://www.myschoolbuilding.com/myschoolbuilding/msbdefault\_user.asp?frompage=myrequest.asp

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding

**Litchfield School District SAU 27**

Got a problem? Email us

Indicates required information.

First Name  Justin

Last Name  Ballou

Email Address  jballou@litchfieldsd.org

Phone Number 603-546-0300

Cellular Phone

Pager

Submit

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

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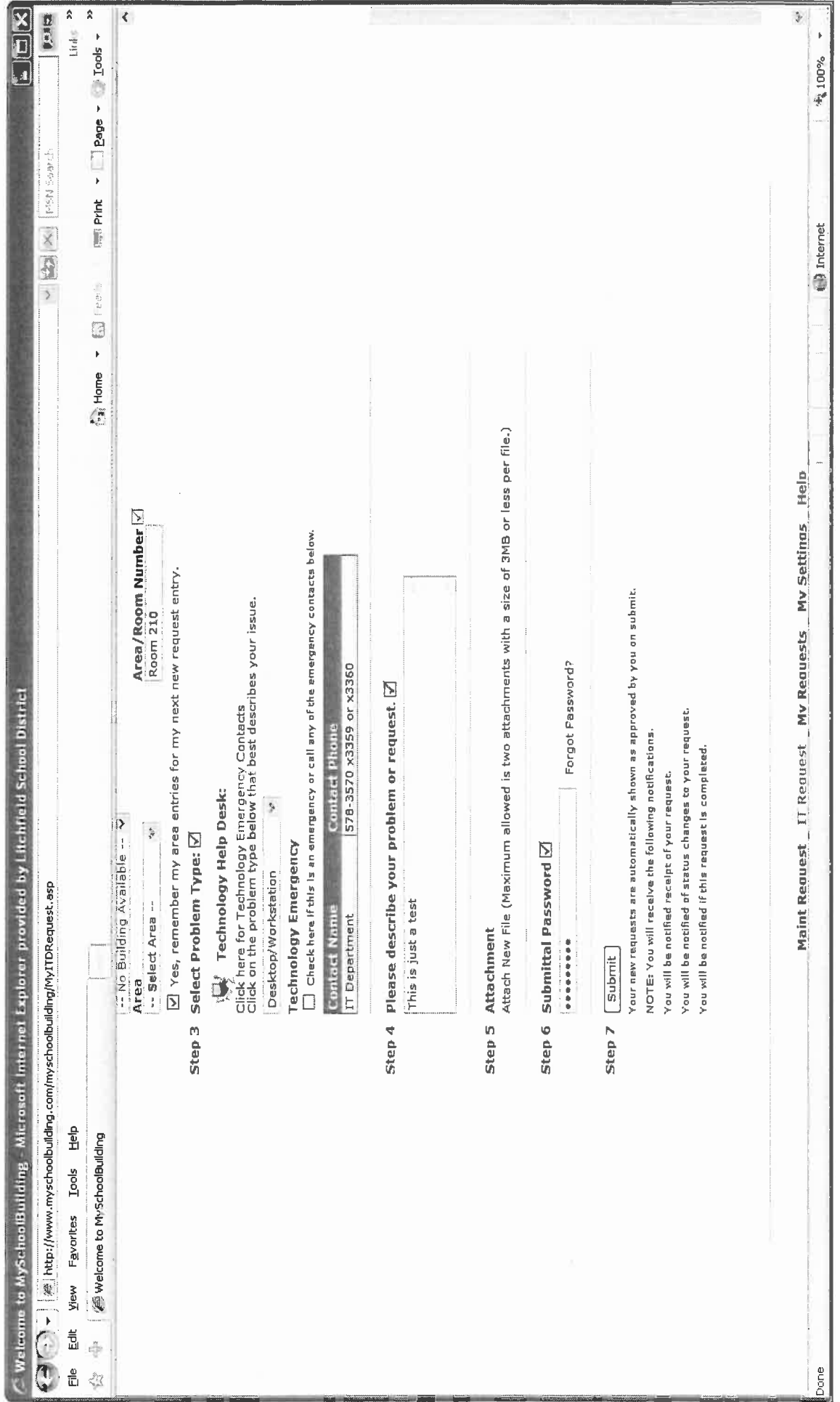
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Done

Internet

100%

Next, click the IT Request tab at the top of the page select your location, (Building and Area if Applicable,) and enter the Area/Room Number select the Problem Type (wait for the screen to refresh) describe your problem enter password sau27help (for both systems) then click the Submit button



This screen shows your requests if you want to enter another request  
 click on the IT Request tab again  
 if you are finished, please logout (upper right hand corner of window)

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Litchfield School District

http://www.myschoolbuilding.com/myschoolbuilding/MyRequests.asp?mode=fd

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding

Litchfield School District SAU 27

litchfieldsd.org  
 Got a problem? Email us

My Maint Request IT Request My Requests Settings Help

My IT Requests | My IT Requests |

**My IT Requests**

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for:   Show All

1 - 2 of total 2 listed

Status	Location Building Description	Action Taken Request Date Type	Complete Date
New Request Room 210	Campbell High School 109 This is just a test	No Action Note 12/4/2006 3:22:26 PM Computer Services	
New Request Room 210	Campbell High School 108 This is just a test	No Action Note 12/4/2006 3:21:01 PM Desktop/Workstation	

Request Totals  
 2New Request

My Login LOGOUT HELP

ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

Maint Request IT Request My Requests My Settings Help

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Internet 100%

When you log on again, the software remembers last person who used that system  
if it was you, click the YES button  
if it was not you, click the NO button  
then log in as yourself

