

Directions for Completing a Work Order for Computer Problems

1. Click on the following link: (on the high school website, click on the “Work Order” link under “Quick Links”).

<https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=519072608>

2. Type in your email address
3. Click Submit
 - If the response is – We cannot find the indicated email address – type in your last name and click submit OR
 - If your name is on the list, select it and click submit OR
 - If your name is not on the list, click Submit (“My name is not on the list” is already selected)
 - Fill in your information and click Submit, required fields are marked by red checkmarks
4. Fill in the Work Request form, click Submit
 - Step 1 - Verify you are the person that appears
 - Step 2 - Select your Location, Area and Area/Room Number (Location and Room Number are required)
 - Step 3 - Select your Problem Type that best suits your situation (only one - required)
 - Step 4 - Describe your problem or request (required)
 - Step 5 - Attach your file, if applicable (not required)
 - Step 6 - Type the submittal password (refer to your email or ask your in-house ITRT or click on the Forgot Password link)
 - Step 7 - Click Submit and your work order will be sent to the Technology Department
5. Your My IT Requests page appears with your work order requests