

King City Union School District

Work Order System Instructions



New Users:

From this URL:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=489203955>

You will see this page:

Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp

File Edit View Favorites Tools Help

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Favorites Suggested Sites Free Hotmail Web Slice Gallery

Welcome to MySchoolBuilding

King City Union School District MD LOGIN

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

Email Address

Submit

Please enter your email address here

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CIP:205.155.48.5
SID:MSB06
DID:4
CUA:MSIE 7.0

Done Internet 100%

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http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp&mode=nt

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Welcome to MySchoolBuilding

King City Union School District **MD LOGIN**

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

Email Address

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.

Last Name

For first-time users, the email address will not be in the system

Please enter a last name

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CIP:205.155.48.5
STD-MCR06

Done Internet 100%

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Welcome to MySchoolBuilding

King City Union School District **MD LOGIN**

Indicates required information.

First Name

Last Name

Email Address

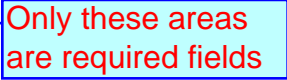
Phone Number

Pager

Cellular Phone

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

Done Internet 100%



Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

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Welcome to MySchoolBuilding

Welcome to KCUSD's Online Work Order Management System!

To submit your request complete the following form.

Indicates required information.

Step 1 Please be yourself, click here if you are not newuser newuser


First Name newuser	Last Name newuser	Email newuser@kcusd.org
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone







Step 2 Location

-- Select Location --
Area -- Select Area --
 Yes, remember my area entries for my next new request entry.

Area/Room Number

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.

 Custodial	 Electrical	 General Maintenance	 Heating/Ventilation /Air Conditioning
 Lighting	 Plumbing		

Done Internet 100%

This information only has to be entered once

Pick a problem type

Welcome to MySchoolBuilding - Windows Internet Explorer

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Welcome to MySchoolBuilding

Maintenance Emergency
 Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Submittal Password [Forgot Password?](#)

Step 7

NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified of request assignment to a technician.
You will be notified of status changes to your request.
You will be notified if this request is completed.
You will be notified when this request has been closed.

Input information here

input a time that is convenient

the same password as the old system

this will email you the password

emails will be sent out

Done Internet 100%