Quick Step Guide for Requesters (Calendar Feature)

How to Register/Log in

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on Go. Enter the account number (Insert account #) then click on Submit Organization. Or you can use the following link to access the login page:

http://www.myschoolbuilding.com/myschoolbuilding/myschdulenew_wiz1.asp?acctnum=(Insert account #).

HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

2) You will be prompted to enter your email address then click Submit. If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to page 2, “How to Submit a request”.

![Email Address Form]

3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click Submit to continue.

![Email Address Form with error]

4) Enter your first name then click Submit (Phone/Cell Number and the Pager fields are optional).
How to Submit a Request

1) Click on the Schedule Request tab if you do not see the screen below. Select your schedule type.

2) When entering a schedule, any field with a red checkmark ✓ beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the Event Title.
- Click on the drop down menus beside Location and Room to select the spaces that are needed.
- Choose your Event Dates by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
- Click on the Check Availability button to verify you are not double booking a room.

NOTE: The boxes beside Duration and Spans (show below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are selecting AM or PM for the correct time of day.
3) Enter any **Additional Information, Organization Information, Insurance Information, Setup Requirements, and Rental Requests** that may appear on the form. Remember, make sure to fill in all required fields marked with a red checkmark ☑.

4) At the bottom of the page you will be prompted to enter the **Submittal Password** of (Insert Submittal Password Here). Click **Save** to submit your request.

   ![Password](Image)

   **Note:** If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule**. This feature acts as copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.

![New Schedule](Image)

   ![Renew Schedule](Image)

   **Booked by**

   First Name: Melinda
   Last Name: Administrator

5) You can review any requests that you have entered into the system. Click on the **My Requests** tab then hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the printer icon.