

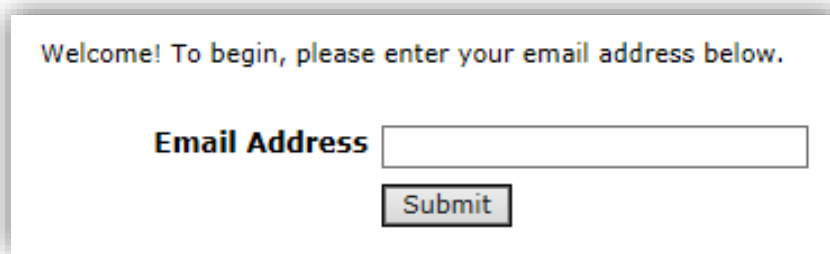
## Guide to Submit Maintenance, Custodial, or Technology Needs

1. Go to the Greenland School District website (greenlandsd.com) or one of the individual school websites and click on the "SchoolDude" tab.

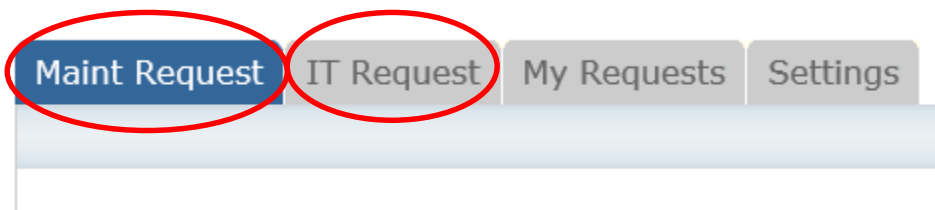
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=42599102>

This will take you to the MySchoolBuilding sign in page for our district.

Enter your email and click **Submit**. If you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester.



Make sure you are on the correct tab (**Maint Request** or **IT Request**) at the top of the screen for desired request.



**To enter a work request:**

**Note that all required fields have a red box and check mark next to them.**



Click on the Work Request Tab and follow the steps to submit your work order.

**Step 1:** This will be filled in with your information from the email address you entered at the sign in screen.

**Step 2:** Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for **Building** and **Area**. Also be sure to enter your Area description or Room #.

**Step 2 Location**

-- Select Location --

**Building**

-- Select Building --

**Area**

**Area/Room Number**

Yes, remember my area entries for my next new request entry.

\*Note\* When entering more than one request at a time without logging out, your location will be set to a default. A red link to the right of the location will appear that says [Change Location](#) should you need to enter a request for a different location. There is also a box under step 2 that says [Yes, remember my area entries for my next new request entry](#). If this box is checked, the Area and Area/Room Number entries for the next request will be saved. Once you log out and log back into MySchoolBuilding, everything will be reset and Locations, Area, and Area/Room Number will need to be selected again.

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

**Step 3 Select Problem Type:**

**Maintenance Help Desk:** Click on the problem type below that best describes your issue.

Athletic Fields	Carpentry	Climate Control	Custodial
Doors and Hardware	Electrical	Event Setup	Food Service Delivery
General Maintenance	Grounds	Heating/Ventilation /Air Conditioning	Inspections
Key and Lock	Kitchen Equipment	Kitchen Repair	Lighting
Locker Repair	Miscellaneous	Office Furnishings	Operational Services
Painting	Pest Control	Playground	Plumbing
Pool	Recycling	Restrooms	Roof
Supplies	Telephone Service	Utilities	Vehicle Maintenance
Warehouse	Windows		

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

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

**Step 5:** Type in the submittal password of: **password**

**Step 6:** Click submit.

**Submittal Password**

 [Forgot Password?](#)

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 |

### My Work Requests

**Request Totals**  
14 Complete

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:   Show All

1 - 10 of total 71 listed

◀ Previous 10 Next 10 ▶

Status	Location	Action Taken	Complete Date
Area	Building	Request Date	
Area Number	Description	Type	
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 gray box

with a black dot in it next to any of the information listed in the blue bar to sort all requests in ascending or descending order by that information.

You can also 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. For example, typing keys would pull up any request dealing with keys.

Click on the **Work Request** Tab to input a new request.