

EVERYTHING YOU NEED TO KNOW ABOUT!

TK

School Dude...

TK Tech

THORNAPPLE KELLOGG
PROUDLY PRESENTS:

A
Perfectly Practical Primer
School Dude

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myschooldbuilding.com

M [yschooldbuilding.com](http://myschooldbuilding.com) is where staff will make all of their maintenance work requests. You will NOT have to have a unique login and password. You will use your email address to login and a common request submittal password.

There are two ways for you to be entered into the My School Building system.

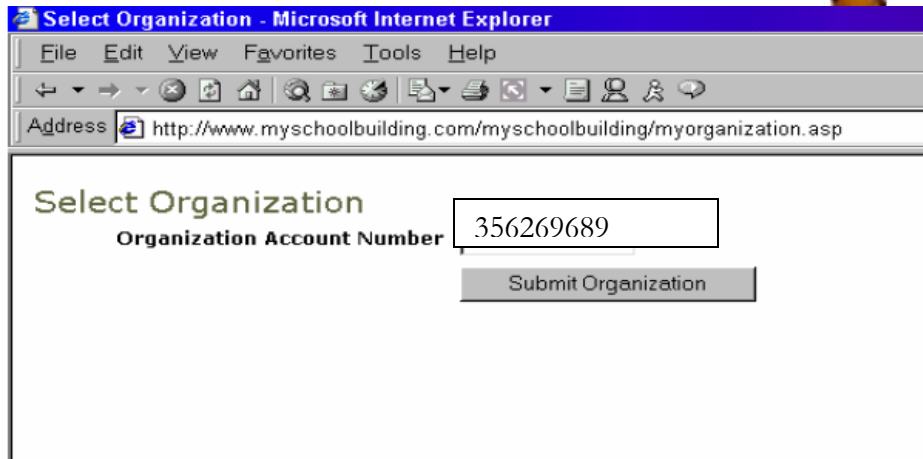
1. The Maintenance Direct Administrator can add you.
2. **You can add yourself.**

For the purposes of our training, we will show you how to enter yourself into the system.

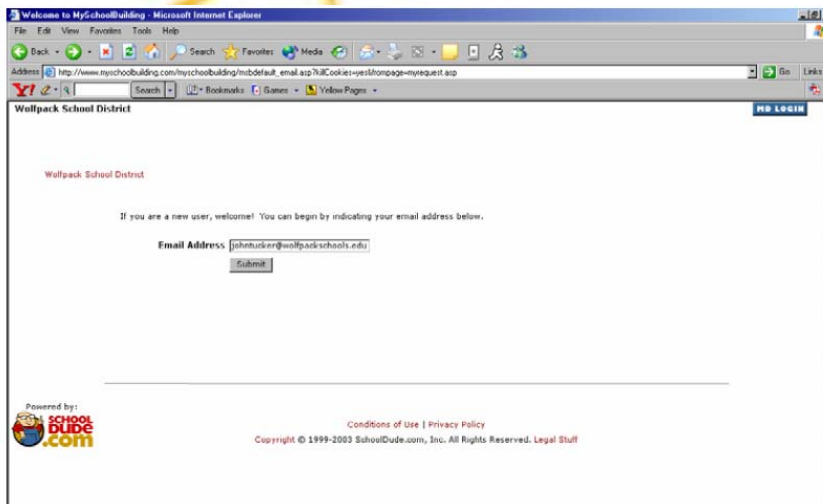
Accessing myschooldbuilding.com:

1. Go to <http://www.myschooldbuilding.com>
2. You may see the following screen requesting your organization account number. Enter you organization's account number in the field and click the **"Submit Organization"** button. **TK's Account Number is 356269689.**

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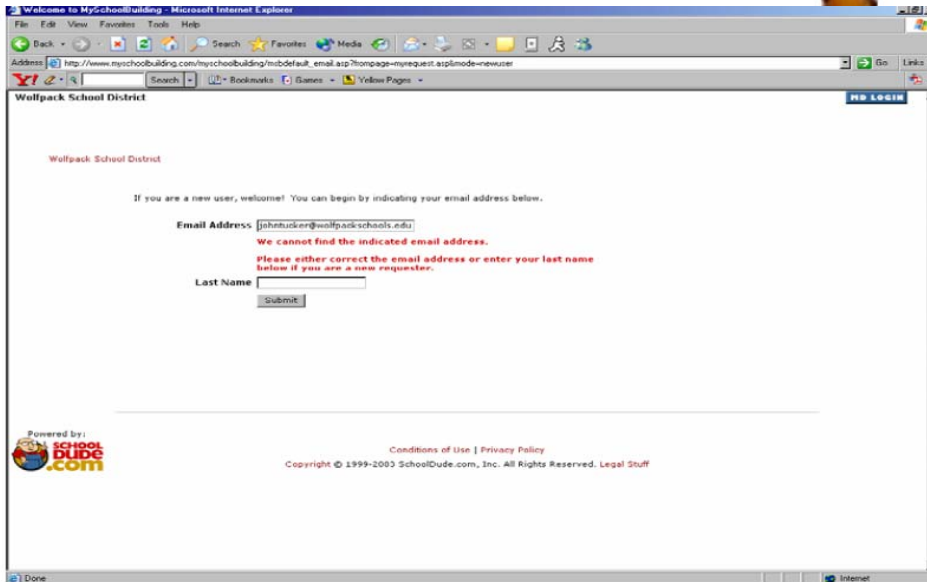


3. On the next screen, **enter your email address** and click the **“Submit”** button. Make sure that you enter in the correct email address. Maintenance Direct (this system), uses your email address to identify you in the system.



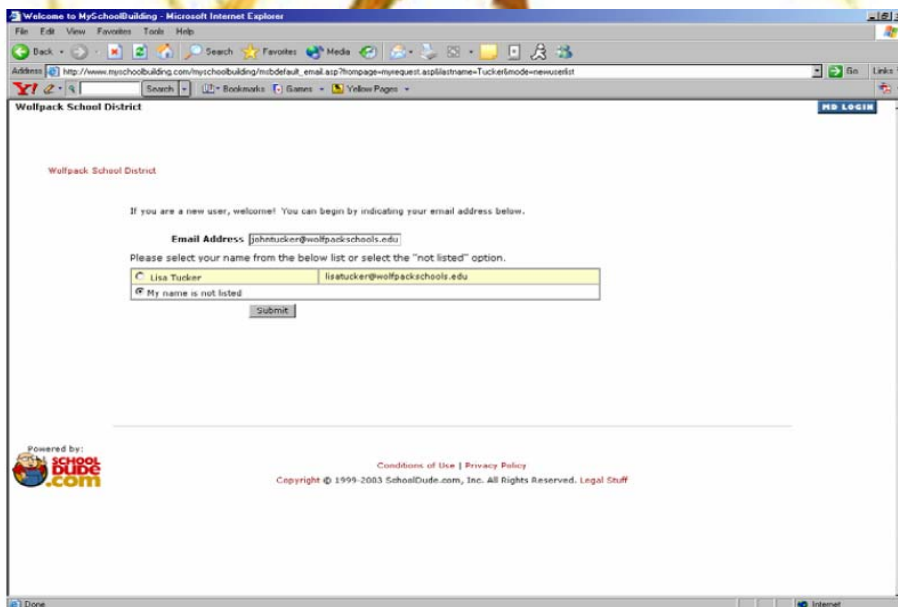
4. If you are a new user, the system will not find your email address. **Please enter your Last Name in the box provided** and click the **“Submit”** button. If you are not, the system will recognize your email and you will be taken to the request screen.

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5. If your Last Name is found in the system, you will see a list of users with your last name. **If you are not any of these users, select the “My name is not listed” option. If you see your name and email, select that option. Click the “Submit” button.** This step is shown in the screen shot below.

NOTE: If your Last Name is not found you will be given the option to add it and you will NOT see this screen. You can just skip to step 6.



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6. If you are a new user, enter your First Name in the box. Verify that your email address and your Last Name are correctly entered. If they are not, please correct them. You have the option of entering your phone number and Pager. However, these fields are not required. Click the “Submit” button to save. Once you click the “Submit” button you will be taken to the “New Work Request page. This is where you can submit your work requests.

Welcome to MySchoolBuilding - Microsoft Internet Explorer

Address: http://www.myschoolbuilding.com/myschoolbuilding/mis/default_user.asp?frompage=newrequest.asp

Wolfpack School District

Indicates required information.

First Name John

Last Name Trusker

Email Address john.trusker@wolfpackschools

Phone Number 519-123-4567

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.

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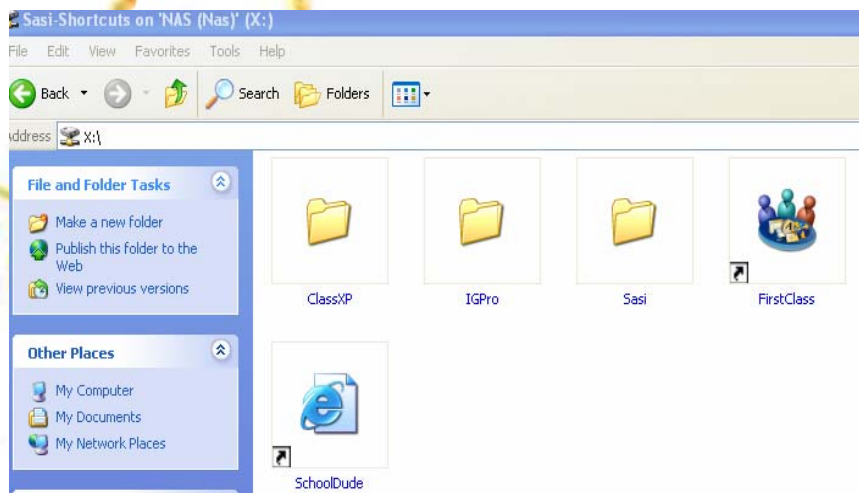
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Simple Access to School Dude

Once you have completed the registration process you can easily access School Dude to submit work orders. The shortcut is located on the X: drive and you can copy the shortcut over to your desktop. Follow the steps below:

1. Open My Computer
2. Double Click on the X: drive
3. Drag and drop the icon titled SchoolDude onto your desktop.



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Entering a New Work Request

Follow the directions to complete a work request:

1. Double click on the School Dude icon. (See the section above if you haven't already copied it to your desktop).
2. Providing you completed your registration correctly, the system should automatically bring up your personal information when you successfully login.
3. Enter your **Location***, Area and Area/Room Number in the boxes provided on the form.
4. Select the **Problem Type*** that best describes your issue. For example, if a toilet is leaking, that would be a plumbing issue. Once you click on a problem type, the page will refresh and your problem type will be highlighted with a red circle. If this is an emergency, check the Maintenance Emergency check box below the problem types list.
5. Describe your Problem or Request.
6. Enter the Requested Completion Date. Click the Calendar icon next to the date field to choose a date from a calendar. This option may not be available.
7. Enter your "Submittal Password". The password at this time for everyone is password.
8. Click the "Submit" button to save.

(*Required Fields)

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Back Search Favorites Media

Address: <http://www.njschoolbuilding.com/njschoolbuilding/reqrequest.asp> Go Links

Wolfpack School District FD LOGIN HELP

Wolfpack School District

Work Request My Requests My Settings Help TUTORIAL

Welcome to WSD's Request Submittal Web Site

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Indicates required information.

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

First Name: John Last Name: Tucker Email: john.tucker@wolfpackschools.edu
 Phone: 919-123-4567 Pager: Cellular Phone:

Step 2 Location

Select Location: Area: -- Select Area -- 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.

Athletic Fields	Carpentry	Climate Control	Custodial
Doors and Hardware	Electrical	Equipment	Flooring
General Maintenance	Grounds	Heating/Ventilation/Air Conditioning	Key and Lock
Lighting	Mechanical	Playground	Plumbing
Pool	Roof		

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

Contact Name	Contact Phone
Jake Smith	(919) 616-8237

Step 4 Please describe your problem or request.

Step 5 Submittal Password

[Forgot Password?](#)

Step 6

Your new requests are automatically shown as approved by you on submit.
NOTE: You will receive the following notifications:
You will be notified receipt of your request.
You will be notified when this request has been completed.

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[Work Request](#) [My Requests](#) [My Settings](#) [Help](#)
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Checking Your Requests

A list of all work requests you have made will display when clicking on "My Requests". You can sort this list by any of the fields listed; click on the field name to sort by descending and click again to sort ascending. The default sort is by "Request Date".

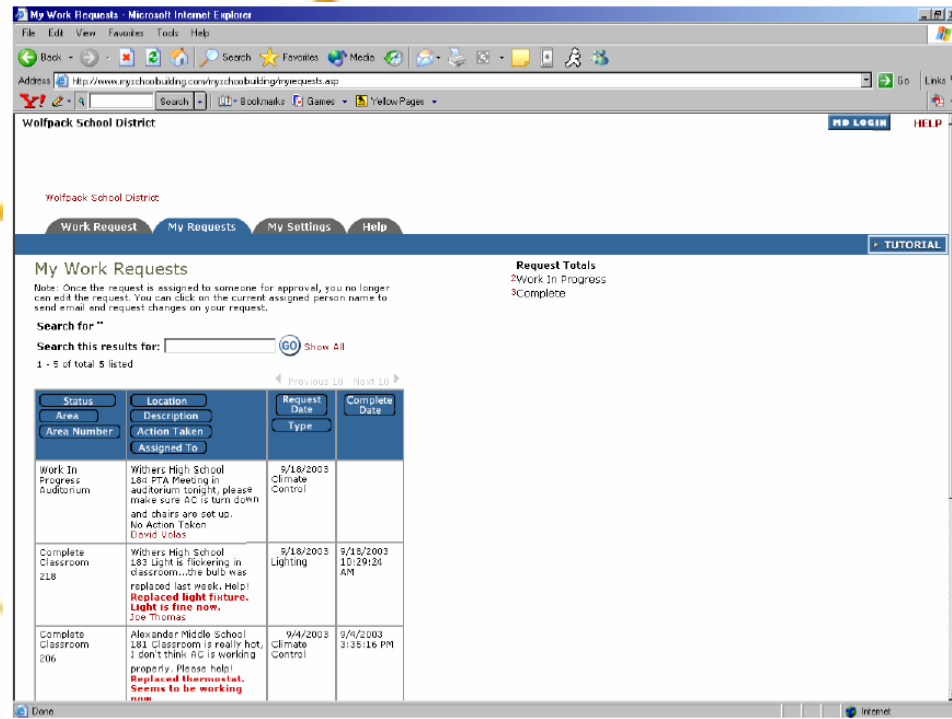
~~XXXX~~ Tech

You will be able to see the details, status, employee assigned to your request, action taken and the completion date of your requests.

To search your requests, enter a key term in the “Search This Results For”, then click the “Go” button. To show all requests (after searching for work orders), click the “Show All” link.

To view only requests of a certain status, click the number next to the status under “Request Totals”.

Your Request View Window should look something like this:



My Settings

You can edit your information in the following form. To edit this information, click the “My Settings” tab. The following field can be updated:

- First Name, Last Name
- Email
- Phone Number, Pager Number, Cellular Number
- Email Notifications – if you would like to use the email notifications that were set up by the Administrator of the system, click the “Use these generic email notification

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settings” option. If you would like to select your own email notifications, choose the “XXX prefers these email notification settings” option.

NOTE: You must enter in your password before you can change your settings as a user of this system.

My Work Request Settings - Microsoft Internet Explorer

Address: <http://www.rynschoolbuilding.com/rynschoolbuilding/rynsSetting/work.asp>

Please be yourself, click [here](#) if you are not Lisa Tucker

Indicates required information.

First Name Lisa Last Name Tucker

Email Address

Phone Number Pager

Cellular Phone

Use these generic email notification settings.

- Send Requestor Work Request Receipt Notification? [Sample](#)
- Notify Requestor of Work Request Assignment? [Sample](#)
- Notify Requestor of Work Request Change in Status? e.g. On-hold, Void, Duplicate Request, Waiting Parts, etc. [Sample](#)
- Notify Requestor of Work Request Completion? [Sample](#)

Lisa Tucker prefers these email notification settings.

- Send Requestor Work Request Receipt Notification? [Sample](#)
- Notify Requestor of Work Request Assignment? [Sample](#)
- Notify Requestor of Work Request Change in Status? e.g. On-hold, Void, Duplicate Request, Waiting Parts, etc. [Sample](#)
- Notify Requestor of Work Request Completion? [Sample](#)

Password

Define your default settings here.

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Technology Staff

The Technology Staff is here to assist you with any questions, problems and/or concerns you may have using TK Technology. Please feel free to contact us either by phone or email. Your needs are very important to us and we will do our best to take care of you as soon as possible. We encourage you to communicate with us. It may come as a surprise but, we actually enjoy people and it is our job to make the technology function correctly for you the end user. If we don't know a problem exists, we won't be able to fix it.

- Kevin Briggs – District Technology Coordinator (K-12); extension 5445
- Angie Ruger – District Information Specialist; extension 5444
- John Dombrowski – Systems Administrator; extension 5446
- Joyce Blood – Middle School Technology Technician; extension 4691
- Molly Formsma - Elementary Technology extension 4503
- Marianne Fritcher – Elementary Technology Technician; extension 4563

General Help Desk Line; extension 5430

Getting Help

Our Website – www.tk.k12.mi.us/technology

Be sure to check the Technology Website on a regular basis. We do our best to post as much useful information to this site as possible. You will find handouts on all of the software that we support, answers to frequently asked questions, and policies, guidelines and useful Internet sites. Look for a collection of Primers (like this one), and Podcasts that are coming in the near future.

Help Desk

We encourage all staff to take advantage of our Technology Help Desk. This is an excellent way for us to distribute your problem to the appropriate person, and provide you with quick service. Please note, the first time you successfully log into Help Desk there is some initial setup that each user must do. See directions below to complete this task.

Accessing Help Desk:

1. Open your **Web Browser** and in the address bar type:
 - **helpdesk** (for High School staff)
 - **mshelpdesk** (Middle School staff)
 - **elhelpdesk** (for Elementary staff)

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