

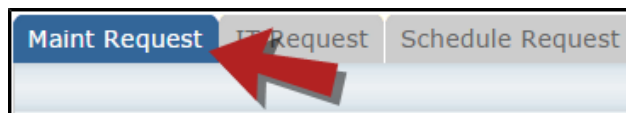
Event Setup Guide

How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=850212087>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.
- If you are submitting your first request, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form. **Note: Your registration will be complete after you submit your first work request.*
 - Enter the **Account Number** provided by your Administrator.
 - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the work order request form.

How to Submit a Request

- Make sure you are on the **Maint Request** tab at the top of the screen.



**Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.
- **Step 3:** Select the **Problem Type: Event Setup**.
- **Step 4:** Type in a **Detailed Description of the Event Setup needs (# of chairs, tables, layout, date, time)**.
- **Step 5:** Enter a **Time Available: Time of the event**, include setup time.
- **Step 6:** Select a **Purpose: Setup** for the work if necessary.
- **Step 7:** Enter the date of your event.
- **Step 8:** Attach a file to your request if necessary (Event Layout or setup diagram).
- **Step 9:** Type in the **Submittal Password. tigers**
- **Step 11:** Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.

Resource List

The following is a list of items we have in our inventory. When requesting setup services please indicate how many chairs, tables, etc you will need for your event. You can attach a layout to the work order

Resource Name
All Purpose Rectangle Table
All Purpose Round Table
Black Drapes and Pipe
Blue Drape and Pipe
Folding Chair, Steel
Hill Hall Banquet Chairs
Hill Hall Round Banquet Tables
King Frazier Student Center Chair
King Frazier Student Center Rectangle Table
King Frazier Student Center Round Tables
King Frazier Student Center Stage
Podium
Portable PA System
Student Union 6' Rectangle Table
Student Union Banquet Chairs
Student Union Round Banquet Tables
Student Union Stage
Tiger Arena Stage
University Village Chair
University Village Round Table
White ceremony chairs (special events only) Tiger Arena and Stadium Only