Placing a Work Oder to the Technology Department

If you're a new employee, an account has been set up for you to place work orders.
If you're already a district employee and ******* **don't remember your password,** see below.

To place a work order to our department, follow the instructions below.

New Employees-Start Here
You **may** have to hold down the Control, (Ctrl) key and Click on the link below. Mac users will just need to Click on the link.
https://login.myschoolbuilding.com/msb

On the login page:
Type in your email address
Password is the same one you use to log on to the computer. (The password you provided on the AUP)

The site opens up in **Maint Request**, **IT Request** is the **second** tab and this is where you put in work orders for issues relating to technology.

All sections with a check mark must be filled out.
In the Tag Number section, put in the ZPSD ID or the room number; ZHS 345
The submittal password is: **password**
This is the process to place work orders.
You should bookmark the site.
Do not submit the same work order. You can email the person that was assigned the work order and CC to milford.weebothee@zpsd.org.

The **IT Request** site is only to place work orders relating to technology.
If you need to have work done in your classroom or office, check with the front office for the procedure.
If you need work to be done in your apartment, use the **Maint Request** site.

*** Hold down the Control, (Ctrl) key and Click on the link below
https://login.myschoolbuilding.com/msb

On the login page:
Type in your email address (Make sure your email is open.)
Click on, **Forgot Password?**
Enter your email address in the dialog box that pops up and click on Submit. **The link sent to your email is time sensitive and the link will expire. Once you start the process, you'll need to complete it before the link expires or you will have to start all over.**
Click on the link from SchoolDude that's in your Inbox and enter the password you want to use on this site. Suggestion: If your computer logon password has at least 8 characters, use that password or use your Gmail password. Use a password that you will remember or write it down and keep it in a secure place.
In the new login page that comes up, login using your new password and then follow the instructions above to submit a work order.