

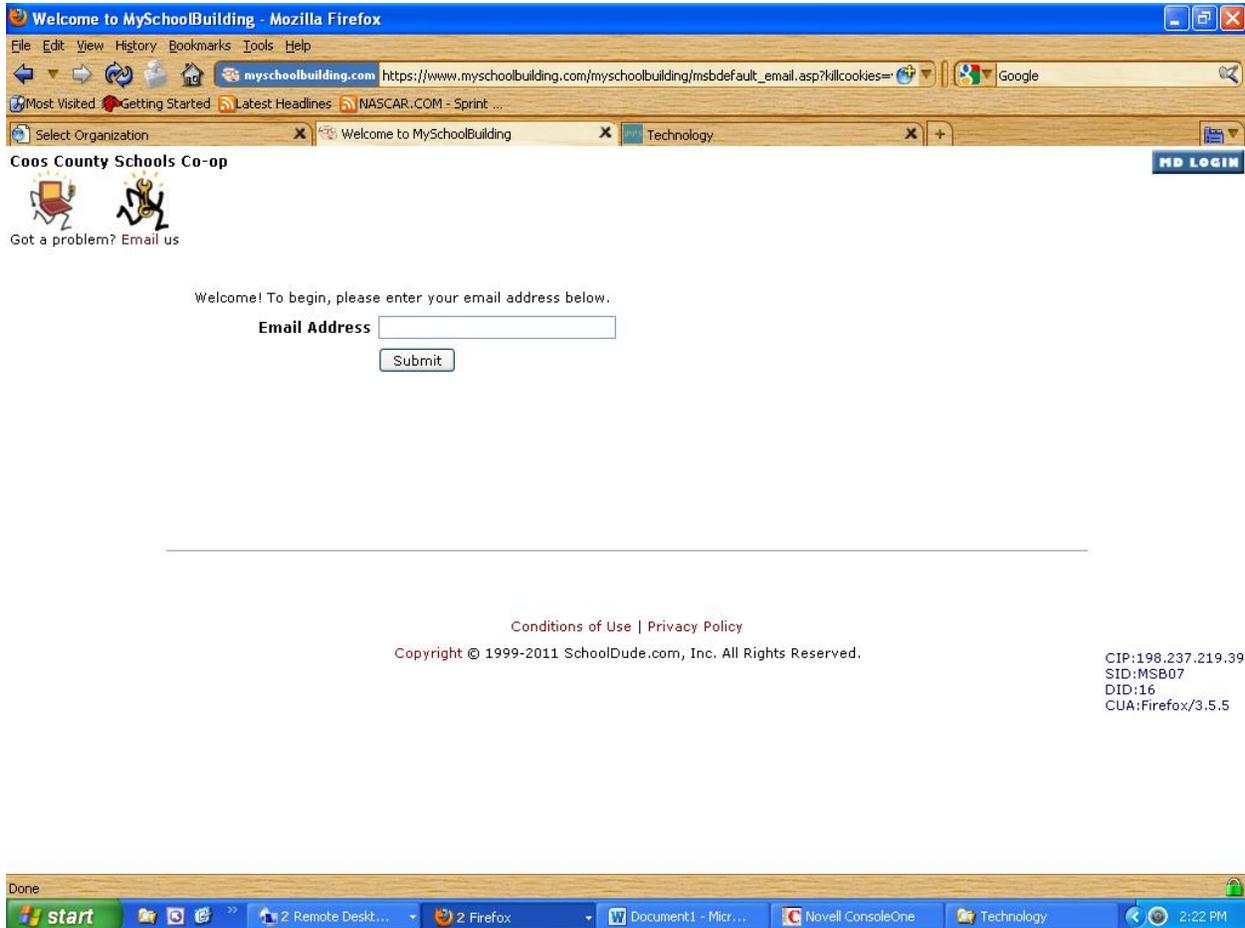
How to use School Dude

To begin: Click on the School Dude icon in your Zen Application Window or the link on the school technology page.

<https://www.myschoolbuilding.com/myschoolbuilding/itgateway.asp?acctnum=578248388>

This is the first screen you will see

It should say Coos County Schools Co-op



Welcome to MySchoolBuilding - Mozilla Firefox

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myschoolbuilding.com https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?killcookies= Google

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Select Organization x Welcome to MySchoolBuilding x Technology x +

Coos County Schools Co-op **HD LOGIN**

Got a problem? Email us

Welcome! To begin, please enter your email address below.

Email Address

Submit

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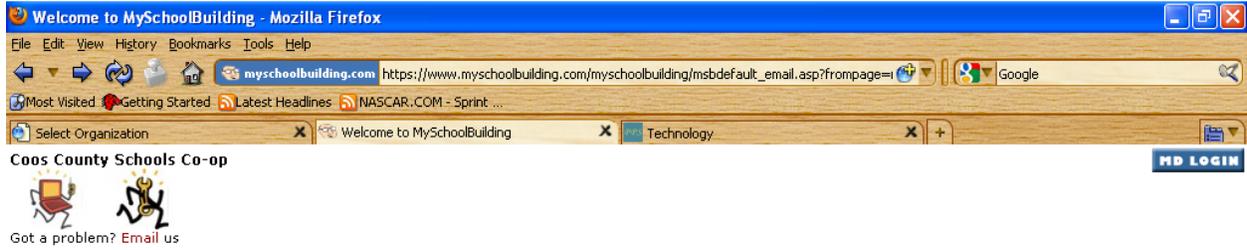
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CIP:198.237.219.39
SID:MSB07
DID:16
CUA:Firefox/3.5.5

Done

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Enter your school E-mail address. Click Submit If this is your first request The system will say it cannot find your email address. It will then ask for your last name. Fill in your last name and click submit.



Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

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Select Organization Welcome to MySchoolBuilding Technology

Coos County Schools Co-op **MD LOGIN**

Got a problem? [Email us](#)

Indicates required information.

First Name
School

Last Name
Dude

Email Address
SchoolDude@coquille.k12.or

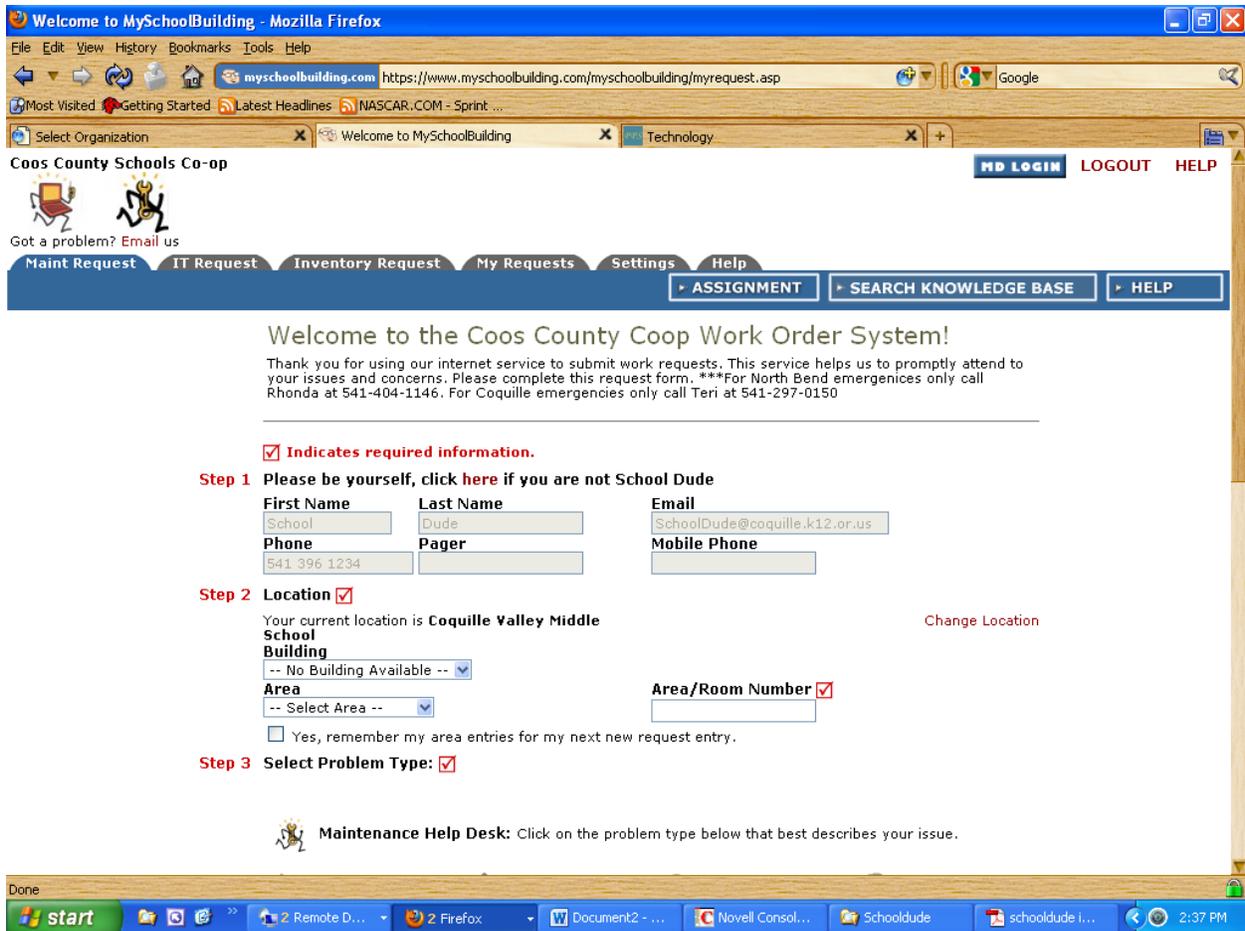
Phone Number
Cellular Phone

Pager

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Done

start 2 Remote D... 2 Firefox Document2 - ... Novell Consol... Schooldude schooldude i... 2:35 PM



Now you are ready to prepare your request. Click on the appropriate tab Maint Request (Goes to Jeff) or IT Request (Goes to Walt) Red check boxes mean it is a required field.

Step 1 is complete from your registration process

Step 2 Make sure the correct location is showing. If not to the right is a red link ---**Change Location** Click it and a drop down box with all of the locations will appear. North Bend and Myrtle Point are on the same system with us so please make sure to insert the correct location. Area/Room Number is also required. Enter your room number or the place where the work needs to be done.

Step 3 (Screenshot below) There are several premade categories. Click the one that is the closest to the work you want done. If you want your PC worked on and there is a plumbing icon you better check to see you have IT Request and not Maint request.

Step 4 Notes –Give a detailed description of the problem you’re having. Include the coquille asset number. Part of the reason we are using this system is track how much work we are doing to a particular piece of equipment.

Step 5 Time available for maintenance –Put in time it can be worked on. If need be you can also add time restrictions in the Notes portion

Step 6 You may add an attachment but not required

Step 7 submit password the password is password

Step 8 Click the submit button. If you left out any required fields it will ask you to fill them in before it will send the request.

After successfully submitting your request a new page will come up showing your entire request and what the status of them is.

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myschoolbuilding.com https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

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Select Organization Welcome to MySchoolBuilding Technology

Step 3 Select Problem Type:

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

Custodial Delivery Electrical General Maintenance

Grounds Heating Key and Lock Plumbing

Special Events

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7 Submittal Password

[Forgot Password?](#)

Step 8

NOTE: You will receive the following notifications.
You will be notified if this request is completed.

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myschoolbuilding.com https://www.myschoolbuilding.com/myschoolbuilding/myitdrequest.asp

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Select Organization Welcome to MySchoolBuilding Technology

Step 3 Select Problem Type:

Technology Help Desk:

Click [here](#) for Technology Emergency Contacts
Click on the problem type below that best describes your issue.

Accounts	Accounts/New	Audio / Visual	Computer Monitor
Computer Services	Desktop/Workstation	Email	Equipment
General	Grades/Comments	Hardware	Laptop
Network Connectivity	Printers	Projector (Data/Computer)	Security/Login
Server	Smart Board	Software Application	Software Request
Special Events	Student Database	Student Email	Tech Services
Telephone Services	Virus	Voice Mail	Web Site
Wireless Connection	Wiring	WorkStation Setup	

Technology Emergency

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

Contact Name	Contact Phone
No contacts listed.	

Done

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