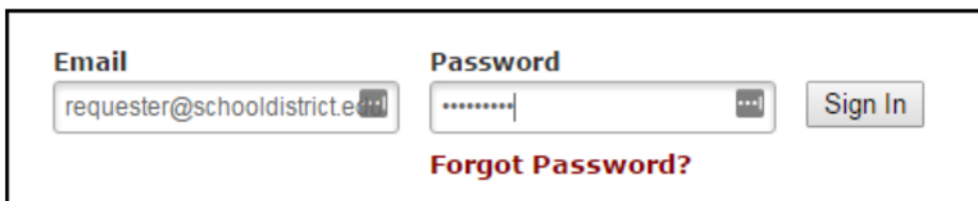


WGSD Technology Work Request HelpDesk

Follow the this link to log-on to the Technology Work Request HelpDesk.
If the link does not open when you click on it, copy the link and paste it into your web browser.
<http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=681433059>

SchoolDude Security Updates

This update requires each Requester to use a personal password when logging in to submit a request. This provides an initial layer of security on top of the Submittal Password used on each request form. **If you have previously submitted requests, you DO NOT need to register.** Click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.



The screenshot shows a login interface with the following elements:

- An **Email** input field containing the text `requester@schooldistrict.e`.
- A **Password** input field containing several dots.
- A **Sign In** button to the right of the password field.
- A **Forgot Password?** link in red text centered below the password field.

Having trouble as an existing user on www.myschoolbuilding.com?

1. Select **Forgot Password** at the top of the page.
2. Enter your email address and select **Submit**.
3. The screen will now say “Your email is on the way! Check your email for instructions on how to reset your password.” (The email could go to your spam folder, so if you do not see an email, check there.)
4. Open that email and click on the link it provides. Enter a password, confirm the password and select **Reset Password**.
5. Go back to <http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=681433059> and enter your email address and your password and select **Sign In**.
6. It will now take you to the screen you are accustomed to seeing and you may enter new requests in the same manner as always.

New Requesters (e.g., have never submitted an online request) 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.**

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

- The Account Number will automatically be populated with 681433059.
- 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.

IT Request

WGSD Technology Request
 Thank you for using WGSD Help Desk to submit your Technology Request. Please fill in all required information and be as descriptive as possible about your problem. By doing that you will help us to complete your Technology Request faster.

Step 1 Please be yourself, click here if you are not Rick KOUL

First Name Last Name Email
 Phone Pager Mobile Phone

Step 2 Location
 -- Select Location --
 Building If there is no building to choose, please contact your administrator.
 -- Select Building --
 Area Area/Room Number
 -- Select Area --
 Yes, remember my area entries for my next new request entry.

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.
 -- Select IT Problem Type --

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

Contact Name	Contact Phone
William Hill (Clark/Bristol)	ext. 10502
Dan Broshears (WGHS)	ext. 11960
Jason Heisel (Wiscan)	ext. 14911
Tony Crowell (Steger/CS)	ext. 10931
Jeremiah Proffitt (Avery/Eggar Road)	ext. 10503

Step 4 Please describe your problem or request.

Step 5 Attachment
 Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 6 Submittal Password

Step 7

Please fill in all required information and be as descriptive as possible about your problem. By doing that you will help us to complete your Technology Request faster.

****PLEASE NOTE****

Enter the "Password" **wgsd** and click the "Submit" button. Your request will not be processed without the **Submittal Password**.