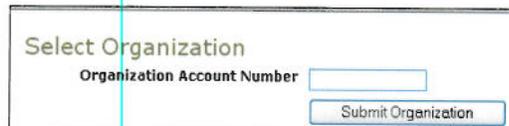# SCHOOLDUDE

SCHOOL DUDE
Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.

    a. If it is the first time your computer has been to the website, enter the Organization your account number is 371825683

Select Organization	
Organization Account Number	[ ]
	Submit Organization

    Or you can click on the following link to access the request/registration form:

    http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=371825683

2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.
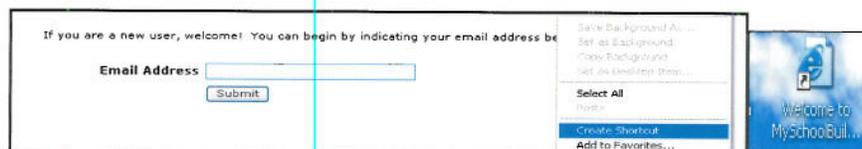
   If you are a new user, welcome! You can begin by indicating your email address be
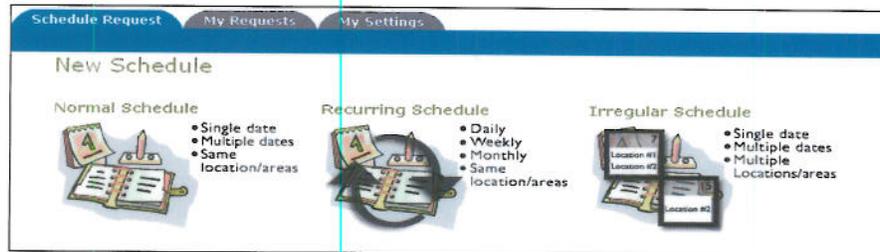
   Email Address [   ]
   Submit

   Save Background A...
   Set as Background
   Copy Background
   Set as Desktop Item...

   Select All
   Paste

   Create Shortcut
   Add to Favorites...

   Welcome to
   MySchoolBuil...

3. Click on Schedule Request Tab if you do not see the screen below. Select your schedule type

4. Fill out all boxes with a ☑ mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the [Check Availability] button to verify you are not double booking a room.

5. Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. At the bottom, enter the submittal password of **Password** and then click the save button.

☑ Password	
	Save Reset

6. Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.

| Request | Schedule Request | My Requests | My Settings | Help |

Requests | My Schedule Requests |

My Schedule Requests

(i) Click ■ to sort table by that column.

Search for ''

Search this results for: _____ **GO** Show All

Add New Schedule

1 - 20 of total **163** listed
◄ Previous 20   Next 20 ►
Sort Schedules by Organization
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSSchedule ID ■ Title ▼ No of Events ■	Status ■ Active Schedule ■ Organization ■ Declined Reason ■	Location ■ Room	Recurrence ■ Start Date ■ End Date ■ Event Date ■	Schedule Fees ■ Total Invoiced ■ Total Collected ■
37321 8th Grade Celebration 1	Approved Yes PCMS Admin	Pembroke Community Middle School Theatre, Auditorium	Non-recurring 6/10/2005	$0.00 $0.00 $0.00
38232 8th Grade Patriot League bball 1	Approved Yes Patriot League Basketball	Pembroke High School Gym	Non-recurring 12/3/2004	$0.00 $0.00 $0.00
34797 Boy Scout Troop #105 37	Approved Yes Boy Scouts	North Pembroke Elementary School Cafeteria	Weekly 9/14/2004 6/7/2005	$0.00 $0.00 $0.00