



NAPA VALLEY UNIFIED SCHOOL DISTRICT
TECHNOLOGY DEPARTMENT
1610 Lincoln Ave, Napa, CA 94558
707-253-3829

School Dude Quick Step Guide for IT Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number **275578514** then click on Submit Organization. Or you can use the following link to access the login page:

<http://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=275578514>

- If you have been to this website before and have entered an IT request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.

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

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.

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.

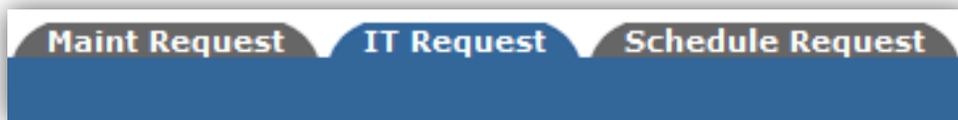
Last Name

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)

- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

4) Click on the **IT Request** tab to enter your request



Step 1:

This will be filled in with your information from when you initially registered yourself as a requester.

Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not Briancruz Administrator

First Name	Last Name	Email
<input type="text" value="Briancruz"/>	<input type="text" value="Administrator"/>	<input type="text" value="briancruz@bighs.com"/>
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
<input type="text" value="911"/>	<input type="text" value="919-393-3948"/>	<input type="text"/>

Step 2:

Click on the drop down arrow and highlight a **Location** that you want the work to be done at. Follow the same steps for **Building** and **Area** (*if selections are available). Make sure to **type** in your area description and/or Room #.

Step 3:

Select the "Problem Type" that best describes your request/issue.

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.

Adware	Antenna Work	Benchmark Assessment System	CD Drive
Computer Monitor	Computer Services	Core Administrative Systems	Courier Service

Step 4:

Enter a description of the problem.

Step 4 Please describe your problem or request.

- Note: Depending on how the account was setup, the remaining steps may vary. All fields with a **red check box** are considered as required fields. If a required field is skipped, the system will not allow you to submit the request.
- Type in the submittal password of: **nvusd**
- Click submit

To view the requests that you have submitted, go to the **My Request** Tab. You can access the "My Requests" section at anytime. On this screen you will see up-to-date information on your requests including the status, incident number and action taken notes. You can search for any incident request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it.

Maint Request | IT Request | Schedule Request | Inventory Request

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inven Trip Requests](#) |

My IT Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: GO [Show All](#)

1 - 1 of total **1** listed

[Previous 10](#) [Next 10](#)

<input type="checkbox"/> Status <input checked="" type="checkbox"/> Incident ID	<input type="checkbox"/> Location <input type="checkbox"/> Building <input type="checkbox"/> Description	<input type="checkbox"/> Action Taken <input type="checkbox"/> Assigned To <input type="checkbox"/> Request Date <input type="checkbox"/> Type	<input type="checkbox"/> Complete Date
New Request 199 123 LCD Monitor	Dude High School Computer not working	No Action Note Mike K 10/28/2008 3:12:00 PM Computer Monitor	

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