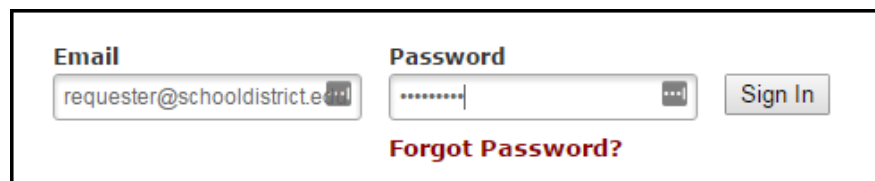


Incident Requester Guide

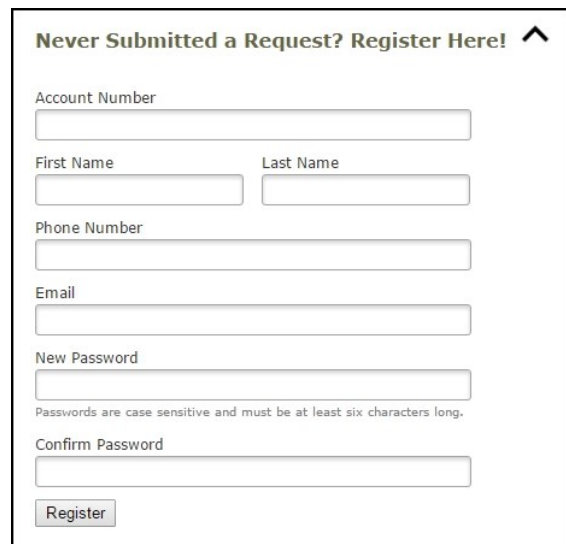
How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://login.myschoolbuilding.com/msb?acctNum=1868456960&productID=ITD>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The screenshot shows a login interface with two input fields: 'Email' containing 'requester@schooldistrict.e...' and 'Password' containing '.....'. To the right is a 'Sign In' button. Below the password field is a red link labeled 'Forgot Password?'.

- 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.*
 - Enter the **Account Number**: 1868456960
 - Enter your **First** and **Last Name**, as well as your **District Phone Number** and **District Email Address** (firstname.lastname@cgelem.k12.az.us).
 - 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 and is case sensitive.
 - Click **Register** to go to the work order request form.



The screenshot shows a registration form titled 'Never Submitted a Request? Register Here!' with a dropdown arrow. It contains the following fields: 'Account Number', 'First Name', 'Last Name', 'Phone Number', 'Email', 'New Password', and 'Confirm Password'. A note states 'Passwords are case sensitive and must be at least six characters long.' A 'Register' button is at the bottom.