Submitting a Work Request

- Go To www.myschoolbuilding.com

- If you have **never submitted** a request, please click “Never Submitted a Request? Register Here!” (Go to Page 2)

- If you **have submitted** a request before but do not know your password, click forgot password, enter your email and press submit. An email with your temporary password will be sent to you. (Go to Page 3)
**Getting Registered**

- If the account number is not filled out, enter: 1279443456
- Fill out the form with your information and click “Register”
- After registering, you should be able to login in (Go to Page 3)
Entering a Work Order

Step 1 - This should be prefilled out from your login credentials

Step 2 - Enter the location information for the request.

Step 3 - Select the problem type that best describes the issue you are having. If it is a residence hall issue, Select Housing.

Step 4 - Write a detailed description of what needs to be fixed.

Step 5 - Select what area of the campus your request is in.

Step 6 - Optional, if work needs completed by a specific date enter it here.

Step 7 - If you have a document to attach, such as a picture or floor plan, upload it now.

Step 8 - The password is **norse**

Step 9 - Click submit. Your work order has been submitted.
Maintenance Emergency

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime</td>
<td>859-372-5580</td>
</tr>
<tr>
<td>Evening/Weekend</td>
<td>859-372-5548</td>
</tr>
<tr>
<td>University Housing</td>
<td>RA on Duty</td>
</tr>
</tbody>
</table>

Step 4
Please describe your problem or request.

Step 5
Purpose

--- Select Purpose ---
☐

Step 6
Requested Completion Date

[Valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.]

Step 7
Attachment

Maximum allowed is two attachments with a size of 3MB or less per file.

Step 8
Submittal Password

Forgot Password?

Step 9
Submit

NOTE: You will receive the following notifications.
You will be notified of status changes to your request.