



How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc).
- Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on **Go**.
- Enter the account number (**Insert account #761687452**) then click on **Submit Organization**. Or you can use the following link to access the log in page:

[http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=\(Insert account #761867452\)](http://www.myschoolbuilding.com/myschoolbuilding/myscheduleneu_wiz1.asp?acctnum=(Insert account #761867452))

The Dude Says:

You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next you want to sign in.



- You will be prompted to enter your email address then click **Submit**.

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

Email Address

- If you are a new user, the system will not recognize you right away. Enter your **First Name** and **Last Name** and then click **Submit**. (The Phone Number, Cellular Number and Pager fields are optional.)

First Name Dude

Last Name Requester

Email Address dude@requester.com

Phone Number

Pager

Cellular Phone

The Dude Says:



If you need to check the calendar before submitting your requests, click on the link below once you are logged in. It will take you right to the Month View Calendar. The calendar may not display any events at first. Select from the **Location** drop down menu then click **Refresh Calendar**. You can also filter your calendar view according to room, organization, etc.

https://www.myschoolbuilding.com/myschoolbuilding/mydtfs_calendar.asp?nmonth=&nyear=&LocID=&buildingid=&RoomID=&ArealD=&eventstatus=&FirmID=

How to Submit a Request

- Click on the **Schedule Request** tab if you do not see the screen below. Select one of the three schedule types:
 - **Normal Schedule:** *Most commonly used and the one covered in this guide* (Up to 20 event dates can be selected). This schedule is used when all event dates will share the same time and room(s).
 - **Recurring Schedule:** (Up to 100 events can be added). This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester or the 3rd Friday of the Month for the entire year). All event dates will share the same time and room(s). **Note: For specific instructions on entering a Recurring schedule, click on the **Help** link at the top right of the screen and then click on **FSD Requester Online Help**.*
 - **Irregular Schedule:** (Up to 20 events can be selected.) This schedule type can be used when each event will take place in a different room and/or a different time slot than the other event dates within the schedule. For example: The Boy Scouts will use the Gym on January 1st from 9am to noon and their next meeting will take place on January 31st in Room 200 from 1pm to 2pm. **Note: For specific instructions on entering an Irregular schedule, click on the **Help** link at the top right of the screen and then click on **FSD Requester Online Help**.*



- When entering a schedule, any field with a red checkbox beside it is a required field. The system will not save your request if the information is not filled out.
 - Enter the **Event Title**.
 - Click on the drop down menus beside **Location** and **Rooms** to select the spaces that are needed.
 - Choose your event dates by clicking on the date in the calendar box to the right. You can click on the arrows in the calendar box to select a different month.
 - Enter the **Start Time** and **End Time** and make sure that you are selecting AM or PM for the correct time of day. You may select a **Setup Begin Time** and **Breakdown End Time** if needed for this event.
 - Click on the **Check Availability** button to verify you are not double booking a room.

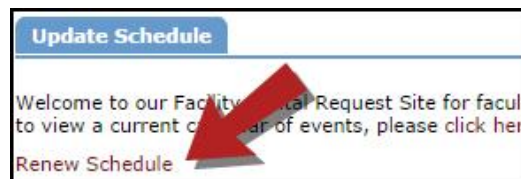
Note: The boxes beside **Duration and **Spans** (shown below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter.*

- Enter any **Additional Information**, **Organization Information**, **Insurance Information**, **Setup Requirements**, and **Rental Requests** that may appear on the form. Remember to fill in all required fields marked with a red checkbox.
- Attach a file to your schedule request by clicking the **Add New File** link. Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**.

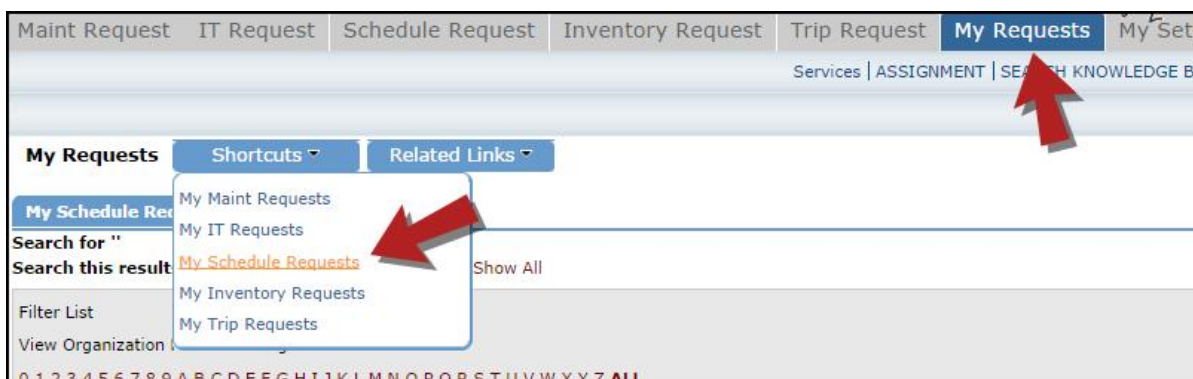
**Note: There is no limit to the number of files that can be attached; however the total size of all uploaded files on the schedule must be less than 5MB.*
- At the bottom of the page you will be prompted to enter the **Submission Password** of *(Insert Submission Password Here)*. Click **Save** to submit your request.

A screenshot of a form section for password entry. It features a red checkbox labeled 'Password' next to a text input field. To the right of the input field is a red link that says 'Forgot Password?'. Below the input field are two buttons: 'Save' and 'Reset'.

Note: If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule. This feature acts as a copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.*



- You can review any request that you have entered into the system.
 - Click on the **My Request** tab, then hover your mouse over the **Shortcuts** menu and click on **My Schedule Requests**.
 - You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests to PDF or Excel by using the icons at the bottom of the lists.

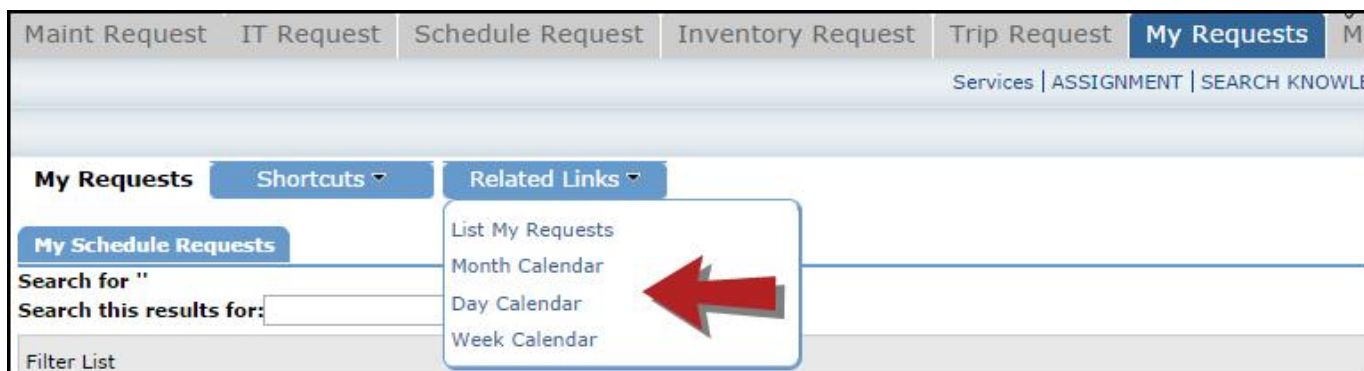


How to View the Calendar

- You can access the Month View of the event calendar directly by following this link: https://www.myschoolbuilding.com/myschoolbuilding/mydtfs_calendar.asp?nmonth=&nyear=&LocID=&buildingid=&RoomID=&AreaID=&eventstatus=&FirmID=

OR

- You can also view the calendar by clicking on the **My Requests** tab.
 - Hover your mouse over the **Shortcuts** menu and click on **My Schedule Requests**.
 - Hover your mouse over **Related Links** (next to the Shortcuts menu) then click on **Month Calendar**, **Day Calendar**, or **Week Calendar**.



- When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by using the **Select Month/Year** drop downs.
Note: The calendar may not display any events at first. Select from the Location drop down list and then click **Refresh Calendar. You can also filter your calendar view according to room, organization, etc.*

The screenshot shows the 'My Schedule Requests' interface. At the top left, there is a 'Select Month/Year' section with dropdowns for 'June' and '2015'. Below this is a 'Print This!' button. To the right, there are several filter dropdowns: 'Area' (set to '-- Select Area --'), 'Location' (set to 'ORGANIZATION WIDE'), 'Building' (set to '-- Select Building --'), and 'Room' (set to '-- Select Room--'). Below these is a 'Start Time' section with dropdowns for '1', '00', and 'AM', followed by the text 'and greater'. Below that is an 'Event Status' dropdown set to 'ALL events' and an 'Organization' dropdown set to '-- Include ALL Organizations'. At the bottom right is a 'Refresh Calendar' button. Red arrows point to the 'Select Month/Year' dropdowns, the 'Refresh Calendar' button, and the 'Organization' dropdown.

My Schedule Requests

Select Month/Year
June 2015

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar?"

Area -- Select Area --
Location ORGANIZATION WIDE
Building -- Select Building --
Room -- Select Room--
(Use the CTRL key to select multiple rooms.)
Start Time 1 00 AM and greater
Event Status ALL events
Organization -- Include ALL Organizations

Refresh Calendar

- The items that you will see on the calendar are the events titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

CONTACT US

Got questions? Answers are what we're here for.
Phone: 877.868.3833 – 8:00 am to 6:00 pm EST
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