FSDirect Requester Guide

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 921958912 then click on **Submit Organization**. Or you can use the following link to access the log in page:

  http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=921958912

> ### 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 [   ]

  [Submit]

- 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
  [   ]

  [Submit]

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=&AreaID=&eventstatus=&FirmID=
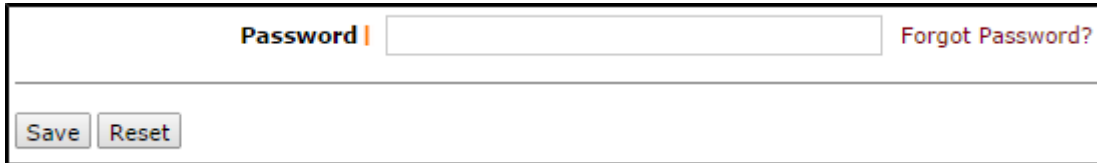
How to Submit a Request

- Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.
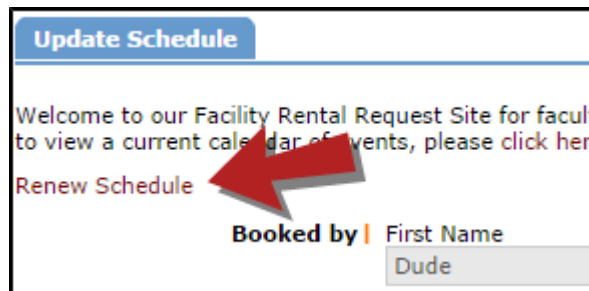

- When entering a schedule, any field with an orange vertical line beside it is a required field. The system will not save your request if the information is not filled out.
  - o Enter the **Event Title**.
  - o Click on the drop down menus beside **Location** and **Rooms** to select the spaces that are needed.
  - o 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.
  - o 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.
  - o 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.*
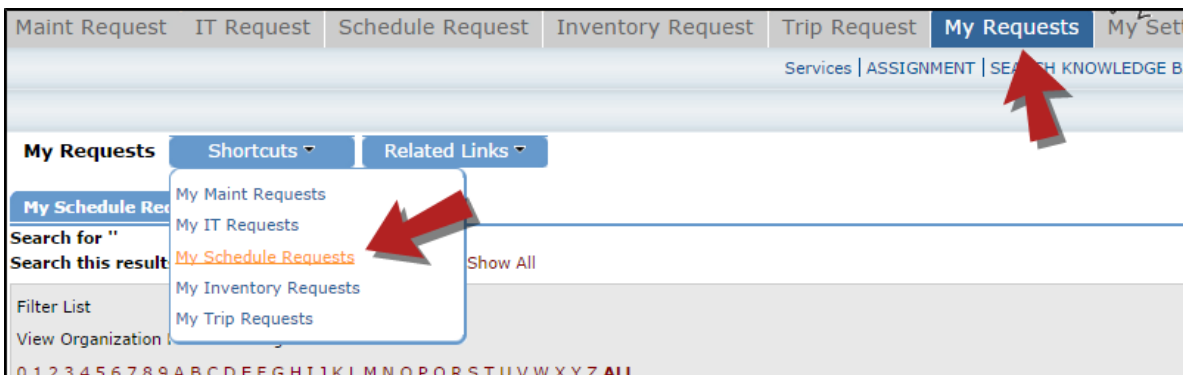
- Enter any **Additional Information**, **Organization Information**, **Insurance Information**, **Setup Requirements**, and **Rental Requests** that may appear on the form. Remember to fill in all required fields marked with an orange line.

- At the bottom of the page you will be prompted to enter the **Submittal Password** of password. Click **Save** to submit your request.

Password		Forgot Password?
Save 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 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.*

Update Schedule

Welcome to our Facility Rental Request Site for facult
to view a current calendar of events, please click her

Renew Schedule

Booked by | First Name
Dude

- 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.

Maint Request   IT Request   Schedule Request   Inventory Request   Trip Request   **My Requests**   My Sett

Services | ASSIGNMENT | SEARCH KNOWLEDGE BA

My Requests   Shortcuts ▼   Related Links ▼

My Maint Requests
My Schedule Re   My IT Requests
Search for "   My Schedule Requests   Show All
Search this result   My Inventory Requests
Filter List   My Trip Requests
View Organization
0 1 2 3 4 5 6 7 8 9 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**

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=&FirmI D=921958912

- **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**.
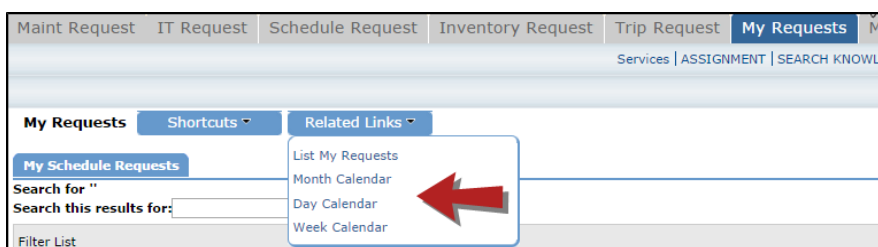
- When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by using the **Select Month/Year** drop downs. *Note: The calendar may not display any events at first. Select from the Location drop down menu then click Refresh Calendar. You can also filter your calendar view according to room, organization, etc.*
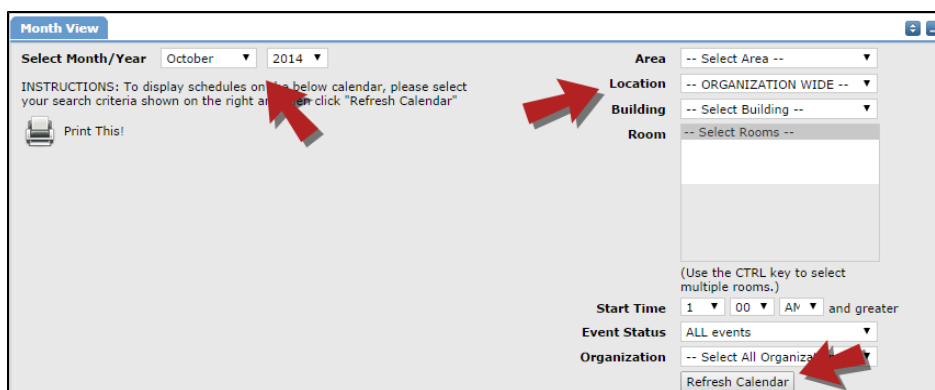
- The items that you will see on the calendar are the events titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.

CONTACT US

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