

## How To Put In A Schooldude IT Request

*Got a problem? Need something fixed?  
Follow these simple steps to  
put in an IT request...*



1. Go to [myschoolbuilding.com](http://myschoolbuilding.com), insert **130463360** as your account number.
2. Insert school email address.
3. Fill in name, location, check IT/Technology, describe the problem...
4. Put in Password: workrequests
5. Lastly, Submit!