

## How to Register/Log in

If you are submitting your first request, you will need to complete the registration form. Use the instructions under **New User** to create your account. If you have submitted requests through the MySchoolBuilding page in the past, use the instructions under **Returning User** to log into your account.

If your organization uses our single sign-on solution to access your SchoolDude products, your administrators will provide you with an organization specific link that you will use to access the MySchoolBuilding portal.

If you are having trouble logging in, see [Requester Login Help](#) for troubleshooting tips.

### Watch the Video Tutorial:



### Returning User

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com).
- 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.

|   |   |                |
|---|---|----------------|
| <b>Email</b><br><input type="text" value="requester@schooldistrict.edu"/> | <b>Password</b><br><input type="password" value="....."/> | <b>Sign In</b> |
| <b>Forgot Password?</b>   |   |                |

### The Dude Says:

To 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 the icon next time you want to sign in.

### New User

- Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

- 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 request.*

### Never Submitted a SchoolDude Request? Register Here! ^

Account Number

First Name  Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request.  
New users are not saved until their first request has been submitted.

- Enter the **Account Number** provided by your Administrator.
- Enter your **First Name** and **Last Name**, as well as your **Phone Number** and **Email Address**.
- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be at least 6 characters long.
- Click **Register** to go to the work order request form.

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