# Quick Step Guide for Requesters

How to Register/Log in

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar:
   https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=798390293

   HELPFUL INFORMATION: 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 time you want to sign in.

2) You will be prompted to enter your GCTS user name and password. After logging in you will be able to submit a Work Order (Maintenance Direct) or Room Reservation Request (FSDirect)
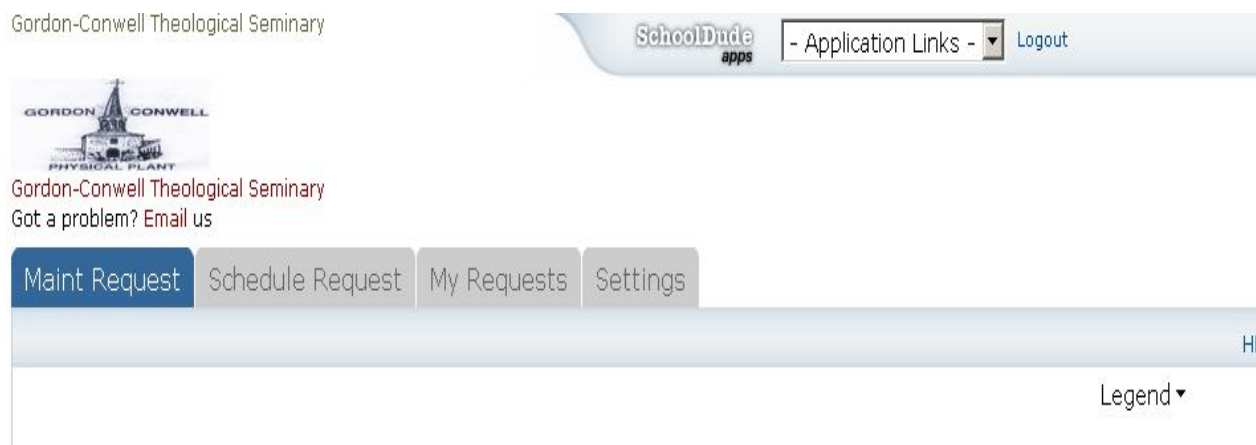
How to Submit a Request

1) Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.
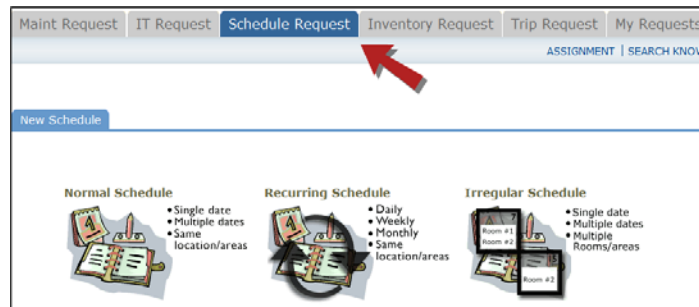
2) When entering a schedule, any field with a red checkmark ☑ beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** 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 black arrows in the calendar box to change months.
- Click on the ⬚ Check Availability button to verify you are not double booking a room.

NOTE: The boxes beside **Duration** and **Spans** (show 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. Also make sure that you are selecting **AM** or **PM** for the correct time of day.

3) Enter any **Additional Information**, **Organization Information**, **Insurance Information**, **Setup Requirements**, and **Rental Requests** that may appear on the form. Remember, make sure to fill in all required fields marked with a red checkmark ☑.

4) You can review any requests that you have entered into the system. Click on the **My Requests** tab then hover your mouse over the **Shortcuts** link 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 by clicking on the printer icon.

How to View the Calendar

1) You can view an event calendar while in the **My Requests** section. Hover your mouse over **Related Links** (next to the Shortcuts link) then click on **Month Calendar**, **Day Calendar**, or **Week Calendar**.

2) When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by clicking on the blue down arrows. The calendar will 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 more items you select, the more your calendar will be filtered.

3) The items that you will see on the calendar are the event 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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ● After School Care	2	3	4 ● Zumba Classes	5	6
7	8 ● After School Care	9	10	11 ● Zumba Classes	12 ● Small Meeting	13
14	15 ● After School Care	16	17	18 ● Zumba Classes	19	20
21	22 ⊗ After School Care	23	24	25 ● Zumba Classes	26 ⚠ Faculty Meeting ● All Sports Expo	27 ● Small Meeting
28	29 ● Meeting	30 ● Meeting	31 ● Meeting ☀ Get Weather			

Need Help?

There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.

My Requests   Settings

T | SEARCH KNOWLEDGE ... | HELP
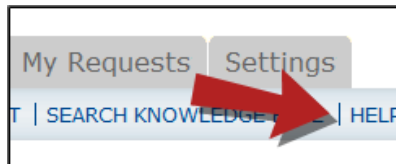
Once you click on Help link you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the FSDirect Requester Manual as well as being able to access the Online Help page.
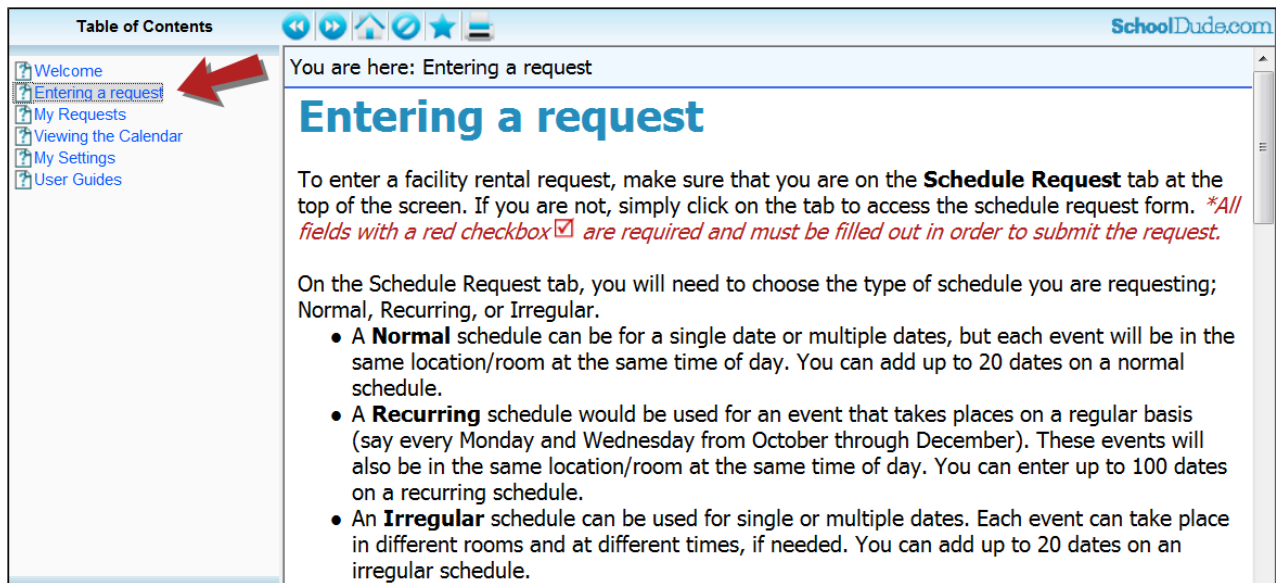
MaintenanceDirect

1) For questions or problems contact or call:

Contact Name	Contact Phone
TOOL MAN	978.646.4361
CAMPUS SAFETY (NIGHTS AND WEEK ENDS)	978-646-4180

2) 💾 **Download MD Requester Manual**

3) **MD Requester Online Help**

If you select the **FSD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page. In the **User Guides** section you will find an interactive help movie which will walk you through the steps of entering in a new request.

Table of Contents

- Welcome
- Entering a request
- My Requests
- Viewing the Calendar
- My Settings
- User Guides

You are here: Entering a request

Entering a request

To enter a facility rental request, make sure that you are on the **Schedule Request** tab at the top of the screen. If you are not, simply click on the tab to access the schedule request form. *All fields with a red checkbox ☑ are required and must be filled out in order to submit the request.*

On the Schedule Request tab, you will need to choose the type of schedule you are requesting; Normal, Recurring, or Irregular.

- A **Normal** schedule can be for a single date or multiple dates, but each event will be in the same location/room at the same time of day. You can add up to 20 dates on a normal schedule.
- A **Recurring** schedule would be used for an event that takes places on a regular basis (say every Monday and Wednesday from October through December). These events will also be in the same location/room at the same time of day. You can enter up to 100 dates on a recurring schedule.
- An **Irregular** schedule can be used for single or multiple dates. Each event can take place in different rooms and at different times, if needed. You can add up to 20 dates on an irregular schedule.