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: <u>https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=798390293</u>

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)

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Got a problem? Email u Maint Request	s Schedule Request	My Requests	Settings			
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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 <u>Check Availability</u> 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.

🗹 Event Title	Meeting		
Event Description		* *	
Area ✓ Location Building ✓ Rooms		View Bookings	Details
☑ Event Date(s)	Com 205	Cotober 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2012 ▶ S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. Check Availability]
🗹 Start Time	4 ▼ 00 ▼ PM ▼	End Time 8	▼ 00 ▼ PM ▼
Setup Begin Time	4 ▼ 00 ▼ PM ▼	Breakdown End Time 8	▼ 00 ▼ PM ▼
✓ Duration	4 hours 00 v minutes. Sp Check Availability	oans over 1 days.	

- 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.



Maint Request	IT Request	Schedule Request	Inventory Request	Trip Request	My Requests	Settings
				ASSI	NT SEARCH KNOWL	EDGE BASE HELP
My Requests	Shortcuts	Related Links 🔻			Le	gend 🔻
	ly Maint Requests			v		
	ly IT Requests					
	ly Schedule Reque	sts				
	ly Inventory Reque					
1 - 20 of total 224	1y Trip Requests	now All			Previ	Add New Schedule
		QRSTUVWXYZ				
FSSchedule ID 🗖 Title 🗖 No of Events 🗖		Status 🗖 Schedule State 🗖 Organization 🗖 Declined Reason 🗖	Location 🗖 Room		Recurrence 🔳 Start Date 🗖 End Date 🗖 Event Date 🗖	Schedule Fees Total Invoiced I Total Collected I
46438 🖳 4H Meeting 4		Approved Activated 4-H of America	_Dude High Classroom 1		Non-recurring	View Fees \$772.25 \$271.45
					6/17/2008 6/18/2008 6/19/2008 6/20/2008	

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**.

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My Requests	Shortcuts	 Related Links 			Le	gend 🔻
My Schedule Requ	lests	List My Requests				
List of Requested Sci Search for "	hedules	Day Calendar				
Search this results fo	or:	Week Calendar				Add New Schedul

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.

Select Month	/Year	Area	Select Area 🔻
October 🔻	2012 🔻	Location	Location A
January		Building	•
February March April May June July	5: To display schedules on the below calendar, please ch criteria shown on the right and then click "Refresh		Select Rooms Room 100 (Use the CTRL key to select multiple
August September		Start Time	rooms.) 1 ▼ 00 ▼ AM ▼ and greater
October November		Event Status	
December		O. tion	Include ALL Organizations Refresh Calendar



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 KNOW	EDGET 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.

1) For questions or problems contact or ca	i:
Contact Name	Contact Phone
FOOL MAN	978.646.4361
CAMPUS SAFETY (NIGHTS AND WEEK ENDS)	978-646-4180



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	🕲 😳 🏠 🧭 🚖 📃 SchoolDude.co	m
Welcome	You are here: Entering a request	-
Entering a request My Requests Viewing the Calendar	Entering a request	=
My Settings ⊉User Guides	 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. <i>*All fields with a red checkbox</i> 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. 	

