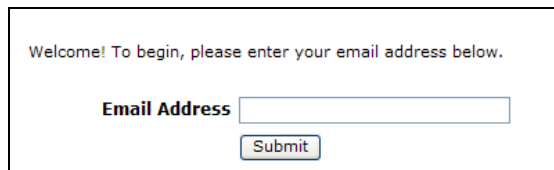


Brockport Auxiliary Service Corp Quick Step Guide for Requesters

You should copy this link and paste it into the web address window for your browser:
<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=210433535>

- Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an *icon* on your desktop that you can double click the next time you want to sign in.

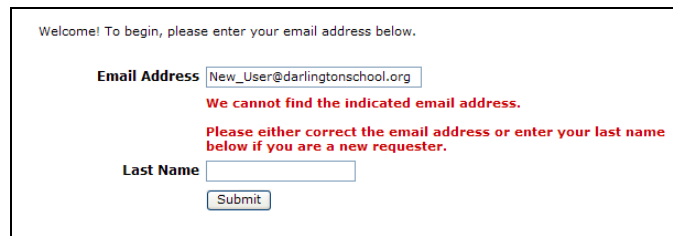
Step 1: Enter your school *Email Address* to access the work request page



Welcome! To begin, please enter your email address below.

Email Address

1a. If you are not a registered user, you will be able to create an account by following instructions on the screen. Start by entering your *Last Name* in the field provided. Click “Submit” to continue.



Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.
Please either correct the email address or enter your last name below if you are a new requester.

Last Name

1b. Finish this part of the registration by entering your *First Name*, and *Phone Number*. Cell Phone and Pager are optional.



First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Step 2: Use the drop down menus to select the *Location* where the work needs to take place. Follow the same steps for *Building* and *Area*, and then type in the *Area/Room Number*.

Step 2 Location

-- Select Location --

Building

-- No Building Available --

Area


-- Select Area --




























Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3: Required: Select the icon that best describes your **Problem** and click on it. If the problem type is not listed, or you are unsure, choose the one that is closest one.

Step 3 Select Problem Type:

 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

 Air Conditioning	 Appliance Repair	 Carpentry	 Carpet Cleaning
 Display Boards	 Doors and Hardware	 Electrical	 Equipment Maintenance
 Grease Traps	 Heating/Ventilation /Air Conditioning	 Ice Machine Service	 Kitchen Equipment
 Lighting	 Lunch Tables	 Mechanical	 Moving
 Office Furnishings	 Painting	 Plumbing	 Recycling
 Refrigeration	 Remodeling	 Retail Store	 Soap_Sanitizer Dispenser
 Vending Machines	 Washer/Dryer	 Water Leaks	

Step 4: Required: Type in a detailed **Description** of the problem you are reporting. Please be descriptive and complete. The more information you include, the better we will be able to address your needs.

Step 5: Optional: Enter the best **Time** for a technician to come by and perform the work. Enter a time when the room is unoccupied or when a technician's presence will have the least amount of disruption.

Step 6: Optional: Add an **Attachment** to your work order request.

Step 4 Please describe your problem or request.

Step 5 Time Available for Maintenance

Step 6 Attachment
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 7 Submittal Password

[Forgot Password?](#)

Step 8

Step 7: Type in the **Submittal Password** for Brockport Auxiliary Service Corp. This password is: **reslife**

Step 8: Click **Submit** to have your request sent to the Maintenance Department.

- After you click **Submit**, the screen will refresh and go to the **My Requests** tab.

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: **GO** Show All

1 - 10 of total 326 listed

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
WOID	Building	Request Date	
Area	Description	Type	
Area Number			
Complete 1469 Grounds Break room	Black Hawk College (QC) Quad Cities Building 3 Manny, Please stop and talk to Jimi in regards to heater they purchased for their break room.	needs to purchase 110 volt heater 11/27/2007 Electrical	11/28/2007 2:28:08 PM
New Request 1468 Gym	Black Hawk College (QC) Quad Cities Building 3 Ron, I have two new banners that need to be hung in the gym. A Wendy's and a Reynolds Ford Banner please see me for placement.	No Action Note 11/27/2007 Carpentry	
New Request 1467 Tennis courts	Black Hawk College (QC) Quad Cities Building 3 Remove trees and sapplings from tennis courts	No Action Note 11/27/2007 Grounds	

Request Totals
 13 New Request
 4 Work In Progress
 306 Complete
 1 Declined
 1 Parts on Order
 1 Duplicate Request

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Maint Request** Tab to input another new request.