



City Colleges of Chicago Quick Step Guide for Facility Scheduling Requesters

How to Register/Log in

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on **Go**. Enter the account number **508090528** then click on **Submit Organization**. Or you can use the following link to access the login page:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=508090528

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 email address then click **Submit**. **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".**

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

Email Address

- 3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

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.

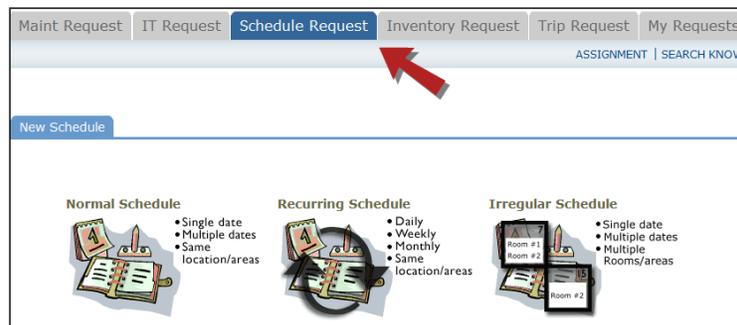
Last Name

- 4) Enter your first name then click **Submit** (Phone/Cell Number and the Pager fields are optional).

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Requester"/>	<input type="text" value="Smith"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="requester@dude.nett"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

How to Submit a Request

1) Click on the **Schedule Request** tab if you do not see the screen below. Select your schedule type.



Maint Request | IT Request | **Schedule Request** | Inventory Request | Trip Request | My Requests

ASSIGNMENT | SEARCH KNOWL

New Schedule

<p>Normal Schedule</p> <ul style="list-style-type: none"> • Single date • Multiple dates • Same location/areas 	<p>Recurring Schedule</p> <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Same location/areas 	<p>Irregular Schedule</p> <ul style="list-style-type: none"> • Single date • Multiple dates • Multiple Rooms/areas
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Normal Schedule: Maximum **20** Events Dates
 Recurring Schedule: Maximum **100** Event Dates
 Irregular Schedule: Maximum **20** Event Dates

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 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.

Booked by First Name: Dina Last Name: Leiler
 Email: dleiler@ccc.edu
 Please be yourself, click [here](#) if you are not Dina Leiler

Event Title Meeting

Event Description

Area -- Select Area --

Location Malcolm X College

Building --Select Building--

Rooms

- MXC - MAIN | Cafeteria
- MXC - MAIN | Charles Hurst Room - 1st Floor West
- MXC - MAIN | Conference Room B
- MXC - MAIN | Cultural Center - 1st Floor East
- East

Event Date(s) 6/7/2014

June 2014							July 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time 5:00 PM **End Time** 7:00 PM

Setup Begin Time 5:00 PM **Breakdown End Time** 7:00 PM

Duration 2 hours 00 minutes. Spans 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 .

Additional Information

Will there be food in the room? Yes No

Do you expect local media coverage? Yes No

Please identify the food service vendor & type of food; Proof of insurance & license required

N/A

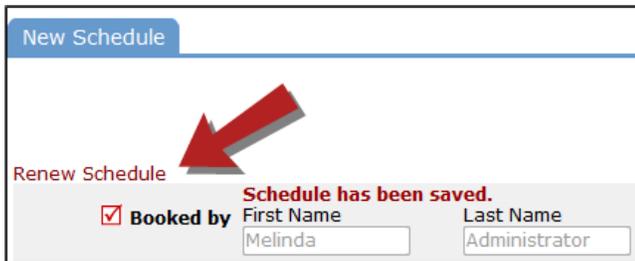
Do you anticipate deliveries? Yes No

- 4) At the bottom of the page you will be prompted to enter the **Submittal Password** of **events14**. Click **Save** to submit your request.



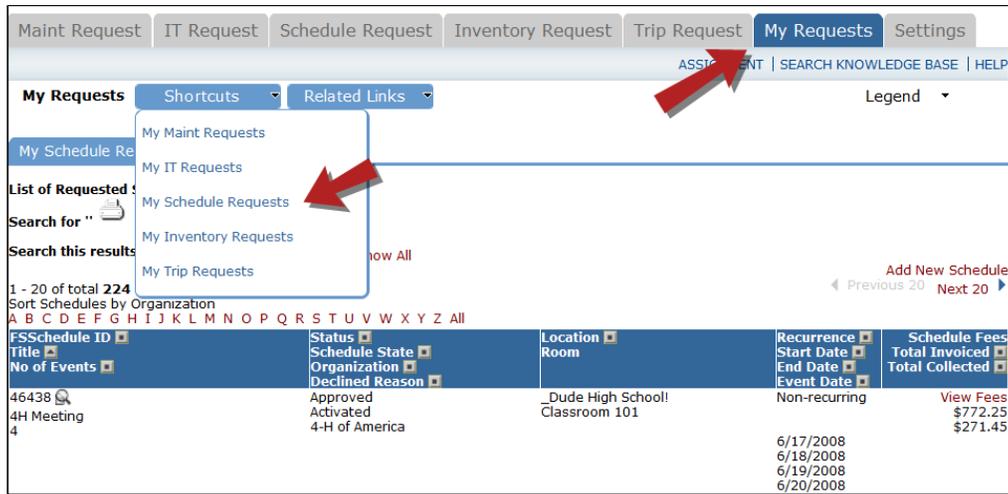
- Please Continue to the Next Page for Helpful Tips -

Helpful Tips:



Note: If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule**. This feature acts as copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.

- 5) 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

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

My Requests Shortcuts Related Links Legend

My Schedule Requests

List of Requested Schedules

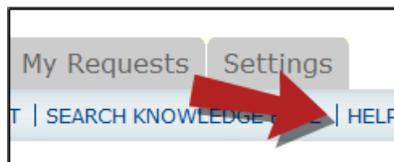
Search for " " Search this results

1 - 20 of total 224
Sort Schedules by Organization
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

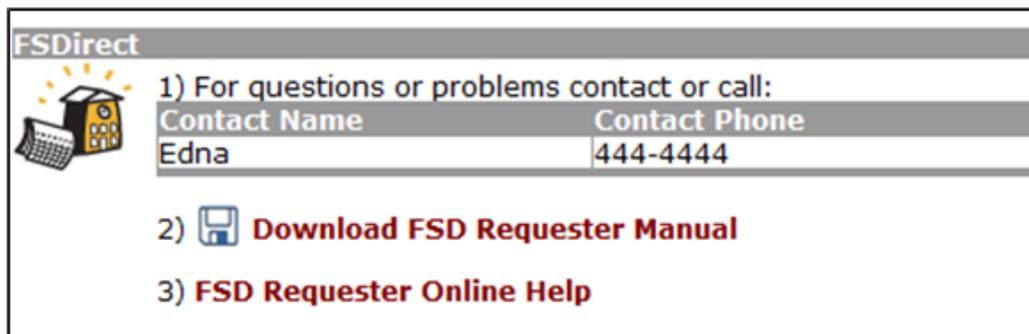
FSSchedule ID	Title	No of Events	Status	Schedule State	Organization	Declined Reason	Location Room	Recurrence	Start Date	End Date	Event Date	Schedule Fees Total Invoiced	Total Collected
46438	4H Meeting	4	Approved	Activated	4-H of America		Dude High School! Classroom 101	Non-recurring	6/17/2008	6/18/2008	6/19/2008	\$772.25	\$271.45

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.



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.



FSDirect

1) For questions or problems contact or call:

Contact Name	Contact Phone
Edna	444-4444

2)  **Download FSD Requester Manual**

3) **FSD 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.

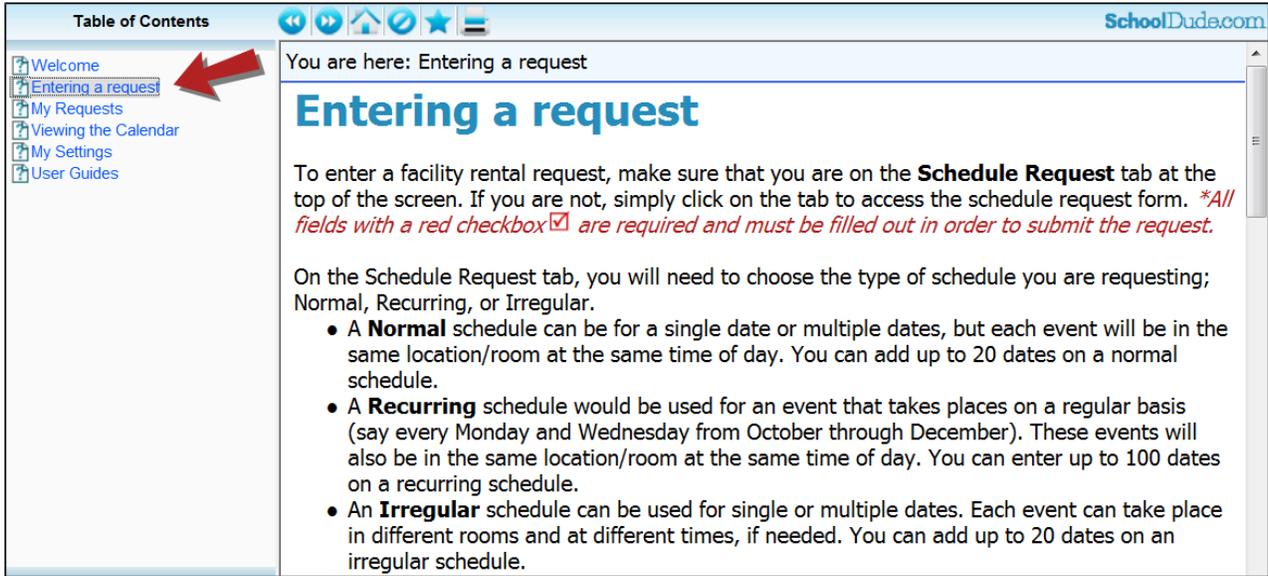


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Entering a request

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.