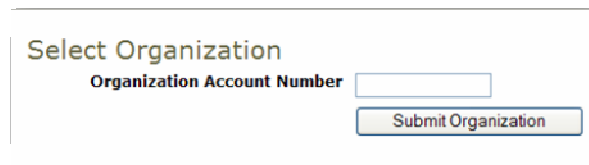


Quick Step Guide for Inventory Requesters

To access the InventoryDirect request page:

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
- If it is the first time your computer has been to the website, enter the Organization Account Number **399859470** and click **Submit Organization** as prompted.



Select Organization

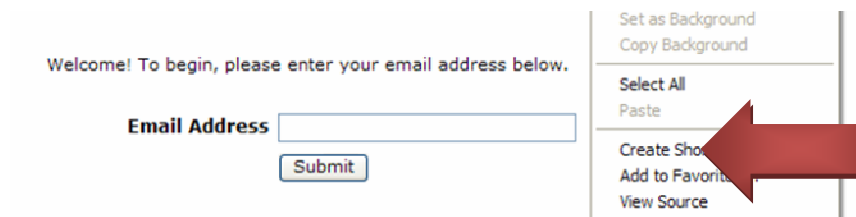
Organization Account Number

You may also copy this link and paste it into the web address window for your browser:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=399859470>

This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the 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.



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

Email Address

- Set as Background
- Copy Background
- Select All
- Paste
- Create Shortcut
- Add to Favorites
- View Source

Enter your email and click **Submit**. If you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name which is required and contact numbers if desired.

To enter an inventory request:

Click on the Inventory Request Tab and follow the steps to submit your work order.

Step 1: Before placing your order, you will need to enter the password which is **password**.

Maint Request IT Request Schedule Request **Inventory Request** Trip Req

Password
 Forgot Password?

Step 2: You will see the first page of your inventory items. If you wish to filter or search for a specific item, we have we have four options above:

1. Catalog – The seven high level categories that all items fit into.
2. Commodity – The groups, created by your administrators, that help sort your items.
3. Item Description – Enter a word identifying the item and all matches will be returned.
4. Current Sort Item Description – Pick the letter or number your item begins with.

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

Legend: Click to sort table by that column.
 Material Safety Data Sheet (MSDS)

Filtering

Catalog **Commodity** **Item Description**

Current sort Item Description: 0 1 2 3 4 5 6 7 8 9 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**

Inventory Request

To submit your request complete the following form. If you have any questions please call 545-5656.

[View Cart](#)

1 - 20 of total 40 listed

Quantity Requested	Unit of Issue	<input checked="" type="radio"/> Item Description <input type="checkbox"/>
		<input type="radio"/> Item Number <input type="checkbox"/>

Step 3: Select the quantity of your item(s) and update your cart by clicking the 'Add to Cart' or 'Add/Update Cart' buttons. The 'Add to Cart' button will put ONLY the item on that line into your cart. The 'Add/Update Cart' button will put all items you selected into your cart.

			(Notes: Available while qtys last.)	
	<input type="text" value="1"/>	Each	Concrete Cinderblocks CB-BM002	<input type="button" value="Add to Cart"/>
	<input type="text"/>	Each	Dell Laptop LT-KWH3	<input type="button" value="Add to Cart"/>
	<input type="text" value="3"/>	Each	Double Ply TP CUS-TP-oo2	<input type="button" value="Add to Cart"/>

◀◀ First ◀ Previous 20 Next 20 ▶ Last ▶▶

Step 4: Click the 'View Cart' icon on the top right hand side of your item list. This will take you to the page.



Filtering

Catalog: -- View ALL Catalogs -- Commodity: -- View ALL Commodities -- Item Description:

Current sort Item Description: 0 1 2 3 4 5 6 7 8 9 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

Inventory Request

To submit your request complete the following form. If you have any questions please call 545-5656.

View Cart  

1 - 20 of total 40 listed

Quantity Requested	Unit of Issue	Item Description	Item Number	
<input type="text"/>	Each	toilet paper - 002		<input type="button" value="Add to Cart"/>

Step 5: Double check and finalize your order.

1. Your Contact Information will already be filled in for you.
2. Select your location, it is a required field.
3. Select Area and Area number, if applicable.
4. Confirm that your items and quantity are correct.
5. Your password will already be filled in but in case it was deleted it is **password**.
6. Click the 'Submit as Request' button.

My Inventory Cart

[Back to Inventory Request List](#)

Step 1 Please be yourself, click [here](#) if you are not

First Name: Last Name: Email:

Phone: Pager: Cellular Phone:

Step 2 Location

Step 3 Area: Area Number:

Step 4 1 - 2 of total 2 listed

Quantity Requested	Unit of Issue	Item ID	Item Description	
<input type="text" value="1"/>	Each	CB-BM002	Concrete Cinderblocks	<input checked="" type="checkbox"/>
<input type="text" value="3"/>	Each	CUS-TP-oo2	Double Ply TP	<input checked="" type="checkbox"/>

Step 5 Password [Forgot Password?](#)

This will take you to the 'My Inventory Requests' page. This contains a log of all Inventory requests that you have created.

If you have any difficulty with the application,
please feel free to contact the SchoolDude.com
support team at 877-883-8337

Or

support@schooldude.com