

# FSDirect Requester Guide

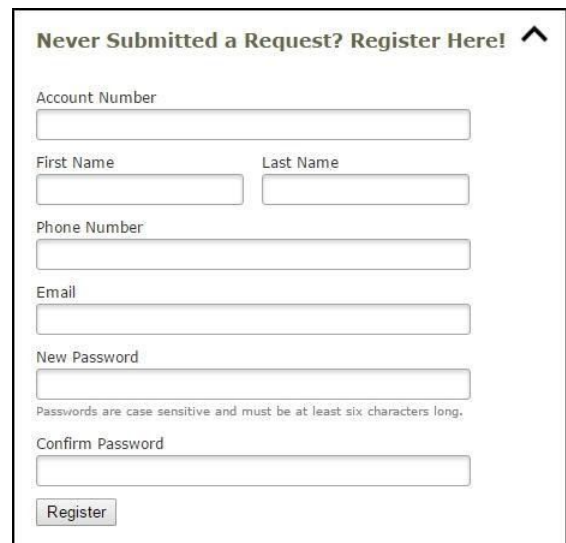
## How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:  
<https://login.myschoolbuilding.com/msb?acctNum=519023007&productID=FSD>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**. If you have previously entered an IT, Maintenance, or Trip request, use the same email and password.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The login form contains two input fields: 'Email' with the text 'requester@schooldistrict.e' and 'Password' with masked characters '.....'. To the right of the password field is a 'Sign In' button. Below the password field is a red link labeled 'Forgot Password?'.

- If you are submitting your first request, you must enter registration information first. Click on the down arrow ( ∨ ) next to Never Submitted a Request? Register Here! to expand the registration form. *\*Note: Your registration will be complete after you submit your first work request.*
  - Enter the **Account Number** provided by your Administrator.
  - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
  - Type the **Password** you would like to use log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
  - Click **Register** to go to the work order request form.



The registration form is titled 'Never Submitted a Request? Register Here!' with a dropdown arrow. It includes the following fields: 'Account Number', 'First Name', 'Last Name', 'Phone Number', 'Email', 'New Password', and 'Confirm Password'. A 'Register' button is at the bottom. A note states: 'Passwords are case sensitive and must be at least six characters long.'

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## The Dude Says:

To 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.

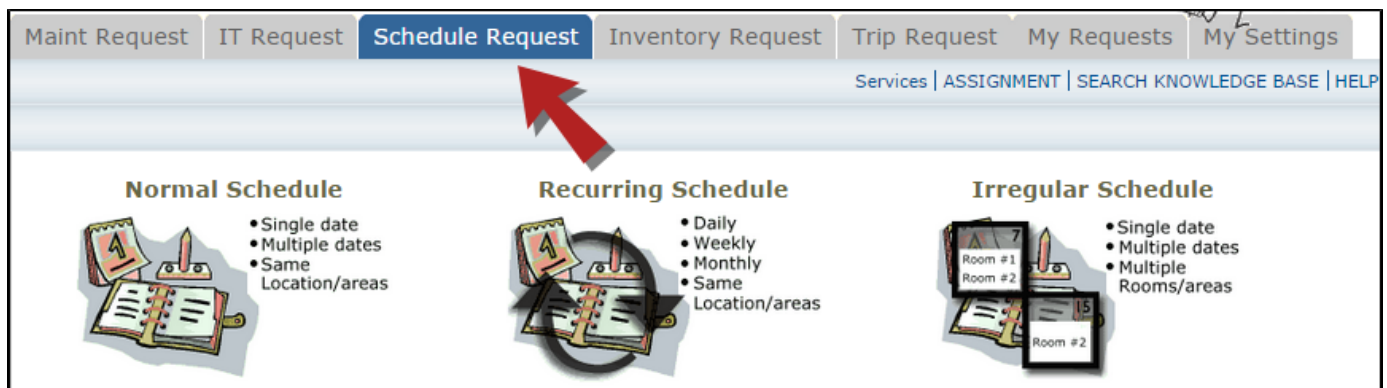
## The Dude Says:

If you need to check the calendar before submitting your requests, click on the link below once you are logged in. It will take you right to the Month View calendar. The calendar may 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.

<http://www.communityuse.com/default.asp?acctnum=519023007>

## How to Submit a Request

- Click on the **Schedule Request** tab if you do not see the screen below. Select one of the three schedule types:
  - Normal Schedule:** Most commonly used and the one covered in this guide (Up to 20 event dates can be selected). This schedule is used when all event dates will share the same time and room(s).
  - Recurring Schedule:** (Up to 100 events can be added). This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester or the 3rd Friday of the Month for the entire year). All event dates will share the same time and room(s). *\*Note: For specific instructions on entering a Recurring schedule, click on the **Help** link at the top right of the screen and then click on **FSD Requester Online Help**.*
  - Irregular Schedule:** (Up to 20 events can be selected). This schedule type can be used when each event will take place in a different room and/or a different time slot than the other event dates within the schedule. For example: The Boy Scouts will use the Gym on January 1st from 9am to noon and their next meeting will take place on January 31st in Room 200 from 1pm to 2pm. *\*Note: For specific instructions on entering an Irregular schedule, click on the **Help** link at the top right of the screen and then click on **FSD Requester Online Help**.*



- When entering a schedule, any field with a red checkbox beside it is a required field. The system will not save your request if the information is not filled out.
  - Enter the **Event Title**. (Ex: Practice, Rehearsal, Meeting, Banquet, Performance, Camp, etc.)
  - Enter the **Event Description**.
  - Click on the drop down menus beside **Location** and **Rooms** 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 arrows in the calendar box to select a different month.
  - Enter the **Start Time** and **End Time** and make sure that you are selecting AM or PM for the correct time of day. You may select a **Setup Begin Time** and **Breakdown End Time** if needed for this event.
  - Click on the **Check Availability** button to verify you are not double booking a room.

*\*Note: The boxes beside **Duration** and **Spans** (shown 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.*

The screenshot shows a web-based event scheduling form. It includes fields for Event Title, Event Description, Area, Location, Building, and Rooms. There are checkboxes for required fields. A calendar interface shows dates for October and November 2012. At the bottom, there are time selection fields for Start Time, End Time, Setup Begin Time, and Breakdown End Time, along with Duration and Spans over fields. A 'Check Availability' button is present.

- Answer the **Additional Information** question: "**Do you need Custodial assistance?**" An answer to this question is required. Please think ahead for any needs you may have for the reservation. If you click "Yes", please scroll down to Setup Requirements and check the Custodial box. Please enter your details in the Service description box.
- Enter the **Organization Information**. **Organization** is the building you teach in. If you are a coach and not a district teacher, please select the secondary facility you serve. (Example: WCS D Timberline)
- **Contact Name** has a drop down box. Name not in the drop down box? Select **Other Contact Name** using your **DISTRICT email address**.

- **Setup Requirements** (*please read through the following options carefully and enter all setup requirements when submitting a facility request.*) Setup Requirement emails are sent out SEVEN days prior to the event. If, on the rare occasion you forget something, email Karen Norton to include your booking number at [knorton@waukeeschools.org](mailto:knorton@waukeeschools.org) . You may be instructed to put in a MaintenanceDirect work order and/or contact district staff involved.

- **Custodial**

Include notes for the building custodian to be aware of (ex: bleachers pulled out in gym, basketball hoops up/down, tables/chairs set-up in a room, lunch tables left out or pushed back to wall in the commons, interior doors to be unlocked, if food will be served, etc.)

- **Delivery**

Each building has 10 (6-foot) tables and 100 folding chairs on-site. If you need more than this supply, please indicate how many more of each that you need.

- **Electronic Door Access**

If you need front doors unlocked/locked beyond normal door access hours, check the *Electronic Door Access* box AND indicate the door open and close times in the corresponding service description text box.

#### Normal Door Access

- Elementary buildings are 6:00am-6:00pm, Monday-Friday.
- Secondary buildings are 6:00am-7:00pm, Monday-Friday.
- Doors not open on weekends

- **Heating/Ventilation/Air Conditioning**

HVAC needs beyond normal school hours. Typically, this is for weekends and/or large events.

- **Performance Light & Sound**

For Theatre Arts Center and Waukee High School Auditorium spaces only. This alerts the Auditorium Manager to provide light and sound for the reservation.

- **Personnel**

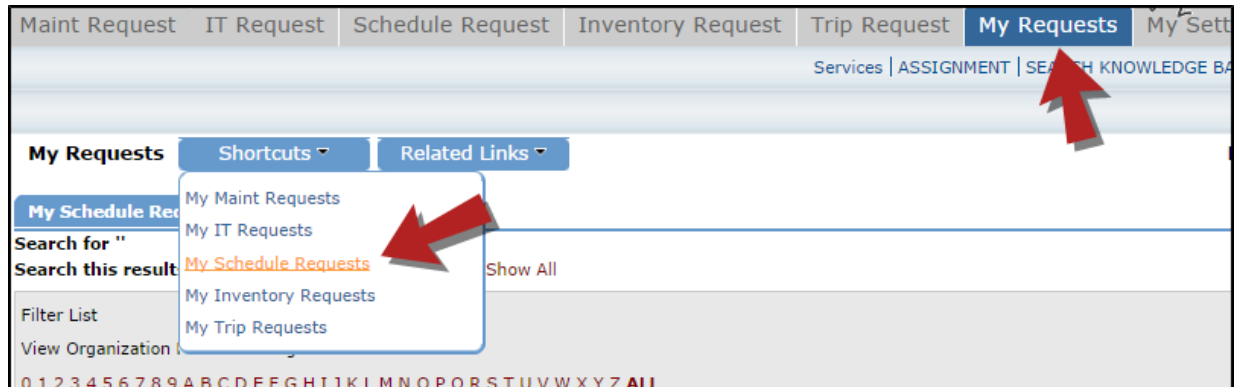
For non-district (external) rental use only. Please do not use for internal use.

- Remember to fill in all required fields marked with a red checkbox.
- Attach a file to your schedule request by clicking the **Add New File** link. Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**. *\*Note: There is no limit to the number of files that can be attached, however the total size of all uploaded files on the schedule must be less than 5MB.*
- At the bottom of the page you will be prompted to enter the **Submittal Password** of **waukee** Click **Save** to submit your request.

<input checked="" type="checkbox"/>	Password	<input type="text"/>	<a href="#">Forgot Password?</a>
<div> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div>			

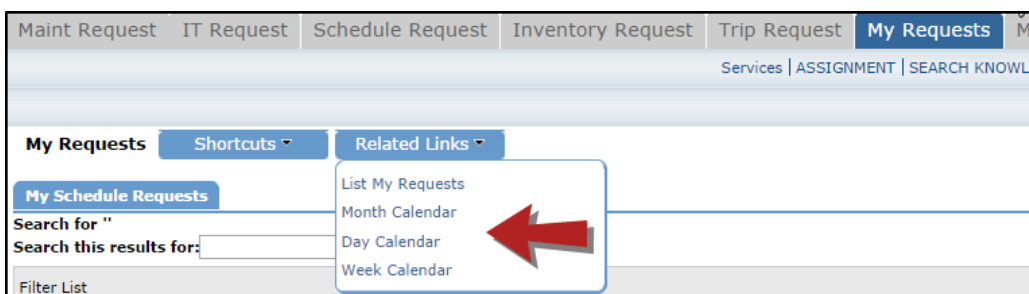
## My Requests Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. 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 to PDF or Excel by using the icons at the bottom of the lists.



## How to View the Calendar

- You can access the Month View of the event calendar directly by following this link:  
[https://www.myschoolbuilding.com/myschoolbuilding/mydtfs\\_calendar.asp?nmonth=&nyear=&LocID=&buildingid=&RoomID=&AreaID=&eventstatus=&FirmID=](https://www.myschoolbuilding.com/myschoolbuilding/mydtfs_calendar.asp?nmonth=&nyear=&LocID=&buildingid=&RoomID=&AreaID=&eventstatus=&FirmID=)
- OR
- You can also view the calendar by clicking on the **My Requests** tab.
  - Hover your mouse over the **Shortcuts** menu and click on **My Schedule Requests**.
  - Hover your mouse over **Related Links** (next to the Shortcuts menu) then click on **Month Calendar**, **Day Calendar**, or **Week Calendar**.



- When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by using the **Select Month/Year** drop downs. *\*Note: The calendar may 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.

My Schedule Requests

Select Month/Year

June

2015

Print This!

INSTRUCTIONS:

To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar?"

Area

-- Select Area --

Location

ORGANIZATION WIDE

Building

-- Select Building --

Room

-- Select Room--

Start Time

1

00

AM

and greater

Event Status

ALL events

Organization

-- Include ALL Organizations

Refresh Calendar

- The items that you will see on the calendar are the events 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			