

Request for Network Services

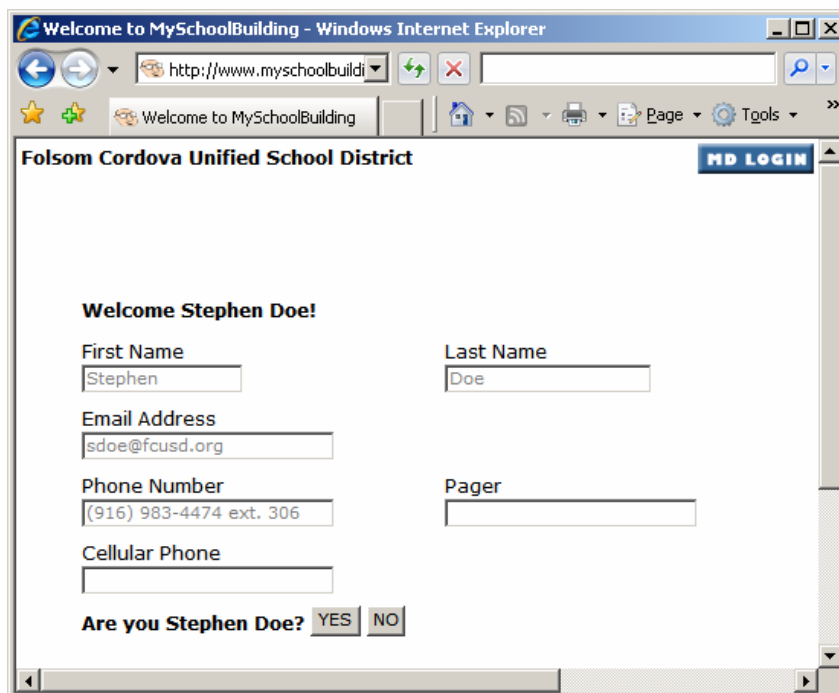
Add/Move/Change Process for Existing Employees

Please follow the steps below to submit a request to have your existing network credentials modified due to a change in site, change in job, or a name change. If you're currently using *Outlook* and are moving from one site to another, you're responsible for printing out your contacts/address book, any eMail you wish to keep, etc. If you're using *GroupWise* or *GroupWise WebAccess* all of your eMail and contacts will automatically be available at your new site.

Your electronic request will be routed from the *SchoolDude* work order system to the ETIS department for processing. A technician will contact you with any additional questions and we'll do our best to fulfill the request and meet your expected due date. Please contact us at 916.355.1111 x164 if you have any questions or concerns.

1. In a web browser, (Internet Explorer, Firefox, etc.), open <http://www.fcusd.org/schooldude>. Click the **End Users – Submit an ETIS Work Order** link.

If *SchoolDude* has been accessed previously on your PC, a screen similar to the following will be displayed. If you are the user indicated, click **Yes** and go to Step 5. If not, click **No** and continue to Step 2 of this document.



Windows Internet Explorer window titled "Welcome to MySchoolBuilding". The address bar shows "http://www.myschoolbuildi". The page content includes:

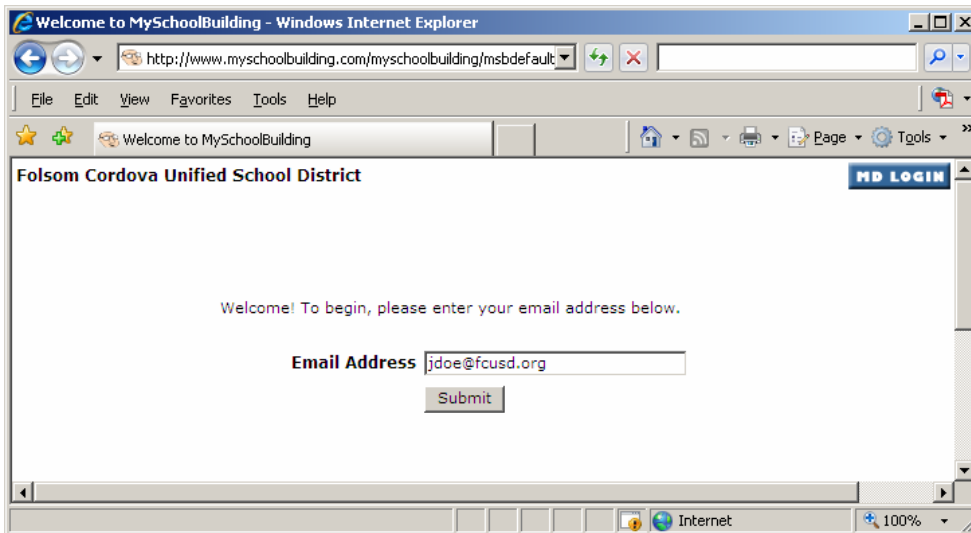
Folsom Cordova Unified School District **MD LOGIN**

Welcome Stephen Doe!

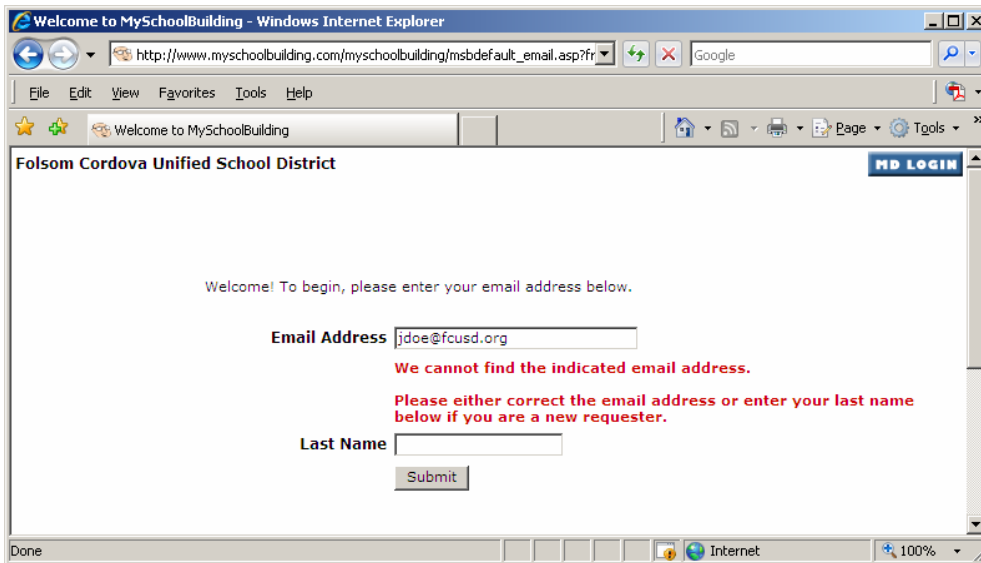
First Name	Last Name
<input type="text" value="Stephen"/>	<input type="text" value="Doe"/>
Email Address	
<input type="text" value="sdoe@fcusd.org"/>	
Phone Number	Pager
<input type="text" value="(916) 983-4474 ext. 306"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	

Are you Stephen Doe?

2. Enter your district eMail address (e.g., jdoe@fcusd.org). At this point, your screen should look similar to the following. Click **Submit**.



3. If you've never registered with *SchoolDude*, you'll see a screen similar to the following. If you have registered, skip to Step 5 of this document.



4. Enter your last name and click **Submit**. Complete the **First Name** and **Phone Number** fields and click submit.

Windows Internet Explorer
 http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_us
 Welcome to MySchoolBuilding

Folsom Cordova Unified School District **MD LOGIN**

Indicates required information.

First Name
 Last Name
 Email Address
 Phone Number
 Pager
 Cellular Phone
 Submit

5. Congratulations – you’re now ready to submit a work order! Before you begin, check that you’re on the IT Request tab. If not, click **IT Request** to continue.

Windows Internet Explorer
 http://www.myschoolbuilding.com/myschoolbuilding/myitdrequest.as
 Welcome to MySchoolBuilding

Folsom Cordova Unified School District **MD LOGIN LOGOUT HELP**

FCUSD

Maint Request **IT Request** Schedule Request My Requests Settings Help
 ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

To submit your technology work order request, complete the following form as thoroughly as possible.

Indicates required information.

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

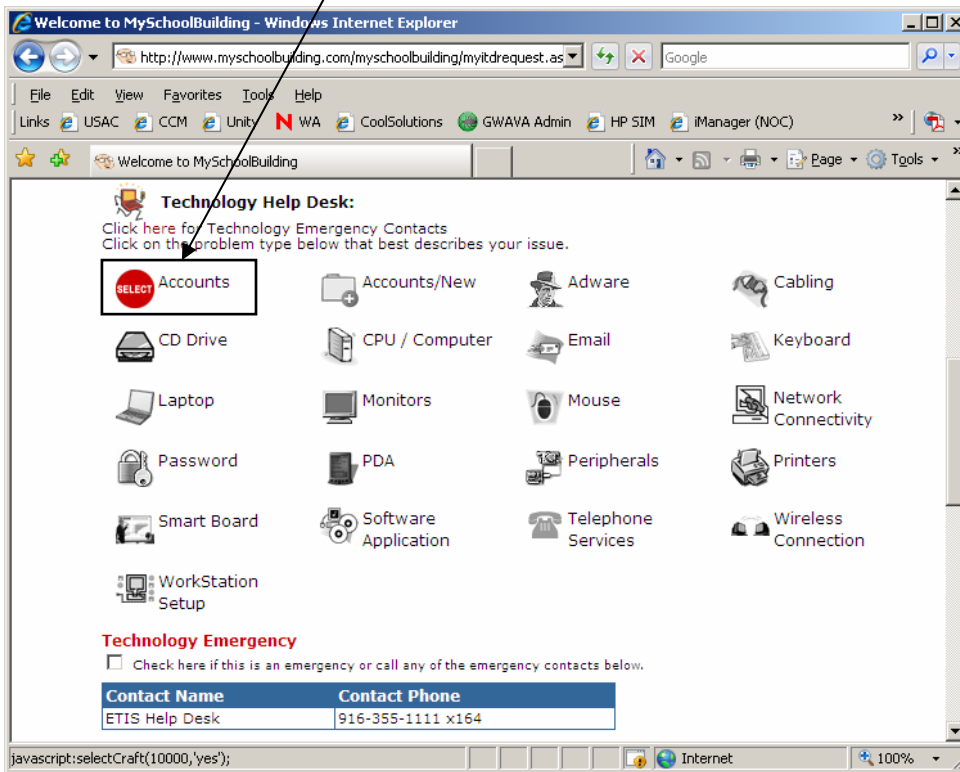
First Name Last Name Email
 Phone Pager Cellular Phone

Step 2 Location

Building
 Area Area/Room Number
 Yes, remember my area entries for my next new request entry.

Under **Step 2**, use the drop-down combo box to select your new location. Use the **building** and **area** combo boxes to complete that information to the best of your ability. If known, enter your new **room number** in that field.

6. Scroll down and click **Accounts**.



7. A questionnaire will activate, giving you the opportunity to indicate a name change, change in job assignment (if it requires a modification to your network access), or change in sites. Please read each question and answer to the best of your ability. Only answer those questions pertaining to your request.

Please provide a very brief description of the request under **Step 4** (see example below for a change in sites):

Step 4 Please describe your problem or request.

Moving sites.

Step 5 Questionnaire

Questionnaire : Accounts Questionnaire common problem

What is the full name of the user requesting the change (e.g., John Doe)?

John Doe

What is the email address of the user requesting the change (e.g., jdoe@fcusd.org)?

jdoe@fcusd.org

For the remaining questions, please answer only the questions applicable to your request (i.e., name change – questions 4 and 12; job change – questions 5, 6 and 12; or site change – questions 7-12).

For a name change, what is your new name?

If you're changing jobs, what is your current title?

If you're changing jobs, what will be your new title?

If you'll be changing sites, what is your current site?

Sutter Middle

If you'll be changing sites, what is your current room number or location?

B-4

If you'll be changing sites, what will be your new site?

Folsom Middle

If you'll be changing sites, what will be your new room number or location?

Room 306

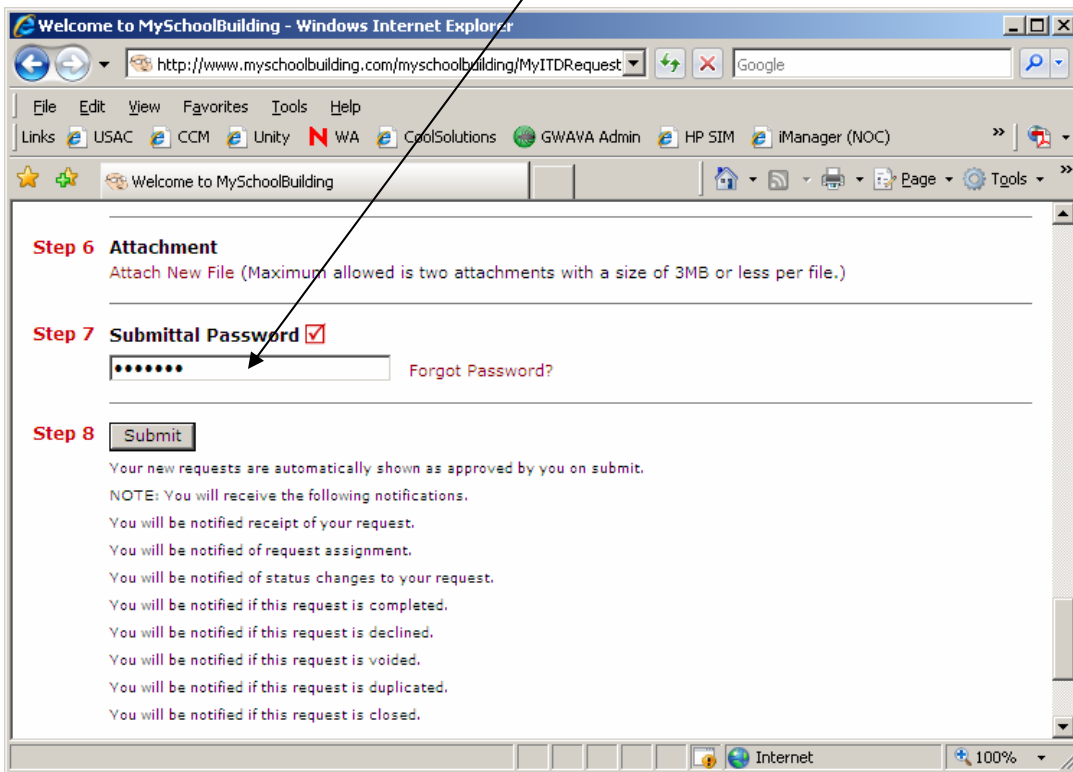
If you'll be changing sites, what (if any) data or files are needed from your current computer? Please be specific with file names and directories.

None.

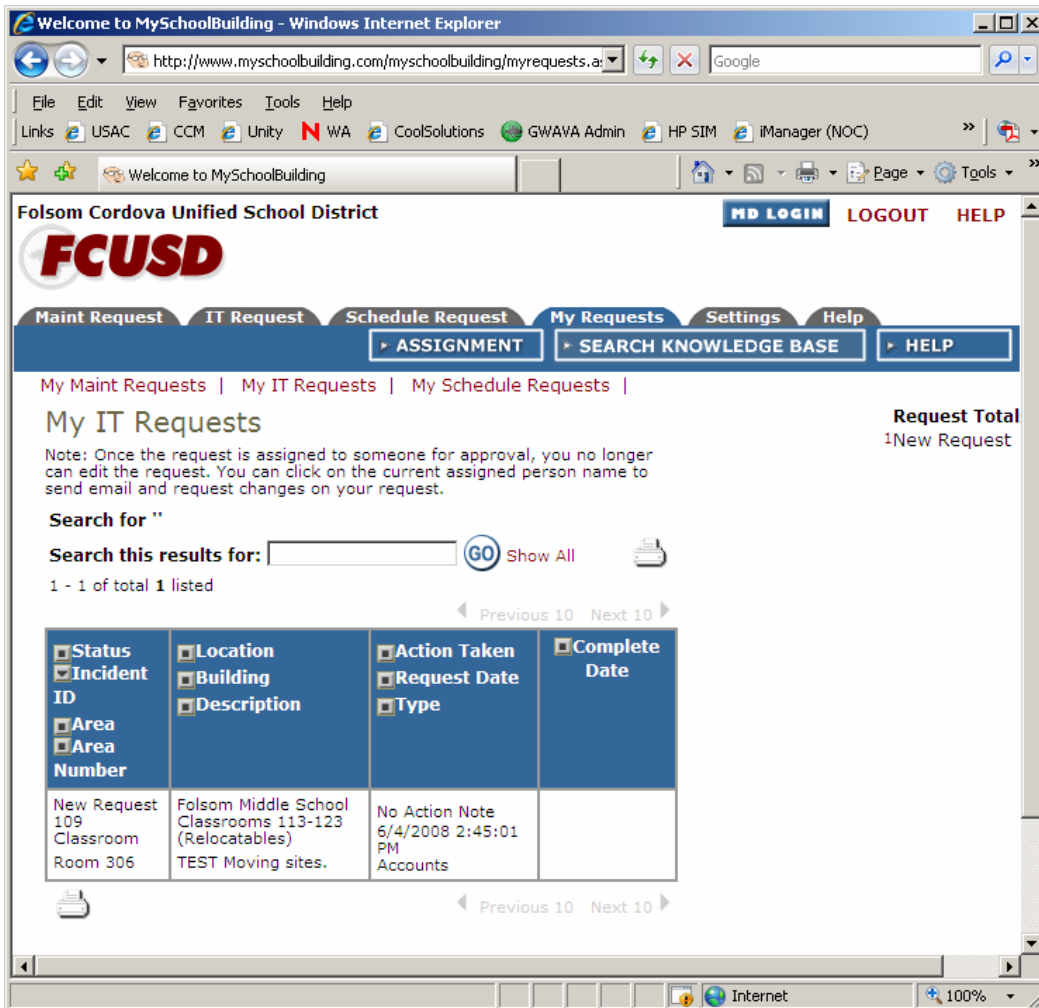
When would you like these changes to take effect?

After 5/31/2008 but before 8/7

8. Almost there! Under step 7, enter **FCUSDWO** as the submittal password and click **Submit**.



- Once submitted, a screen similar to the following will appear showing the newly-created work order.



You can log back into *SchoolDude* at any time to view the status of this or any other work order. An ETIS staff member will contact you with additional questions or, if none, you'll receive a notification that the work order has been completed.

Updated: July 16, 2008